

GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT

General Administration Department – Right to Information Act 2005 (Central Act No.22 of 2005) – Publication of Information under Section 4(1)(b) of the Right to Information Act, 2005 - Revised Information – Published - Orders – Issued

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GENERAL ADMINISTRATION (OP.I) DEPARTMENT

G.O.Ms.No. 203

Dated:29 -4-2009  
Read the following:

- 1.The Right to Information Act, 20-05, (Act No.22 of 2005 Central Act )  
Published in Gazettee of India (Extraordinary) vide Notification  
No.25, dated 21-6-2005.
- 2.Circular Memo. No.85347/I&PR.II/A1/2005-6, GAD dated 30-8-2005.
- 3.G.O.Ms.No.452, G.A.(OP.I)Deptt., dt.10-10-2005.
- 4.U.O.Note No.38321/RTIA/GPM&AR/08-2, G.A.(GPM&AR)Deptt., dt.20-11-2008.

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ORDER :

Whereas Section 4 (1)(b) of the Right to Information Act 2005 (Central Act No.22 of 2005) casts an obligation on every Public Authority to publish the revised information on 17 items referred to therein in the said section.

2. In compliance to the above statutory obligation, and in pursuance of the orders issued in the reference 4<sup>th</sup> read above, in contribution of the orders issued in the ref. 3<sup>rd</sup> read above the revised information in respect of General Administration Department is herewith published as noted in the Annexures to this order.

4. Copy of this order is available on Internet and can be accessed at address <http://www.ap.gov.in/goir>.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

R.M. GONELA,  
RINCIPAL SECRETARY TO GOVT., (POLL.)

To  
All Junior / Senior Officers in G.A.D.  
All H.O.Ds. under the Admn. control of G.A.Department,  
The G.A.(I & PR) Department.  
The G.A.(GPM & AR) Department  
Copy to All Sections in the Department (including S.C. Sections).  
Copy to All Departments of Secretariat,  
Copy to All Collectors & Dist. Magistrates.  
Copy to P.S. to Prl.Secy.(Poll.)  
Copy to P.S. to Prl.Secy.(Services.)  
Copy to P.S. to C.S.  
Copy to P.S. to Prl.Secy. to C.M.  
Copy to P.Ss. to all Ministers.  
SF/SC

//FORWARDED BY ORDER//

SECTION OFFICER



ANNEXURES  
ORGANIZATION, FUNCIONS AND DUTIES  
Section 4(1) (b) (i)

Sl.No.	Name of the Organization	Address	Functions	Duties
1.	General Administration Department	‘B’, ‘C’ & ‘D’, ‘H’ South and ‘J’ Blocks, A.P. Secretariat, Hyderabad 500 022	The business transacted by the Department is as specified in the Ist Schedule under Rule 4 of A.P.Business Rules and Secretariat Instructions notified in exercise of the powers conferred by clause 2 & 3 of Article 166 of the Constitution of India by the Governor of A.P.	Duties as specified in Secretariat Office Manual and A.P. Business Rules and Secretariat Instructions



## **POWERS, AND DUTIES OF OFFICERS AND EMPLOYEES**

### **(Section 4(1) (b) (ii))**

#### **1.Chief Secretary to Government**

He is the Head of the State in the State Administration. He ensures implementation of all the policies and programmes and decisions of the Government.

#### **2.Principal Secretary to Government/Secretary to Government**

He is the Official head of the Department. He is responsible for careful observance of the Business Rules and Secretariat Instructions in the Transaction of Business in the Department. He exercise general supervision and control over the staff under him and he is responsible for seeing that the members of the staff do the work allotted to them efficiently and expeditiously. It is his duty to take efficient steps for the prompt dispatch of Business in the department. One or more Additional Secretary/Joint Secretary/Deputy Secretary and Assistant Secretaries of Government usually assist the Principal Secretary / Secretary to Government

#### **3.Additional Secretary to Government/Joint Secretary to Government / Deputy Secretary to Government**

The Additional Secretary to Government / Joint Secretary to Government / Deputy Secretary to Government occupies a positions almost identical with that of Principal Secretary / Secretary / to Government in regard to subject allotted to him and can send cases for orders direct to the Minister or to the Governor. He exercises also the functions of an Additional Secretary to Government. The Principal Secretary / Secretary to Government remains responsible for the subjects allotted to the Additional Secretary to Government / Joint Secretary to Government / Deputy Secretary to Government in the Department.

#### **4.Assistant Secretary to Government:**

The Assistant Secretary to Government exercise control over the Sections placed in his charge with regard with regard to dispatch of business and in regard to maintaining discipline in the Sections.

#### **5. Section Officer:**

The Section Officer is Incharge of a Section in the Department. Two Assitant Section Officers assist him. He is responsible all files relating to the subjects allotted to the Assistant Section Officers under him. He is directly responsible to the officers under whom he works for the efficient and expeditious dispatch of business in all stages in his Section. The Training of the Assistant Section Officers under him is one of his principal functions. He himself under take to deal with the more difficult or important papers. He is not expected to express his views or to suggest what orders should be passed on case when there is clear precedent or the case is of a routine nature. He should maintain a discipline in his Sections.



**6. Assistant Section Officer:**

The main duties of Assistant Section Officer in a Section are to reference the communications properly and to assist the Section Officer in dealing with cases relating to his Section. He is expected to do work of a routing and mechanical nature such as maintaining the prescribed Registers, typing drafts, fair copying dispatching and indexing.

**7. Stenographers:**

The Stenographers working as Private Secretaries to Principal Secretary / Secretary to Government do shorthand work for them. The Stenographers working for Additional Secretary/Joint Secretary / Deputy Secretary to do shorthand work to them and such other items of work as are entrusted to them.

**PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS,  
INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY:**

**(Section 4 (1) (b) (iii)**

The procedure involved in decision making is by way of consulting the specialized Department in that field like, Finance, General Administration and Law Departments, circulate the file to the concerned Minister and Chief Minister, through Chief Secretary and placing the matter before the State Council of Ministers and A.P. Legislature wherever necessary. The decision will be implemented by the respective Secretaries of the Department the business will be disposed by the concerned as per the delegation of powers.



**NORMS SET FOR THE DISCHARGE OF ITS FUNCTIONS:  
THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS  
AND RECORDS, HELD BY IT OR UNDER ITS CONTROL  
OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS  
FUNCTIONS :  
(Section 4 (1) (b) (iv) & (v)**

**1. OP.I:-**

**A.S.O-I:-** Establishment of non-cadre and other Officers including Assistant Secretaries working in General Admn. Dept. All types of Miscellaneous matters viz., performance indicators, Implementation of Smart Gov. Distributions of Subjects in G.A.D., Institute of Admn. Training programmes, Appointment of D.P.Os. DEO-cum-Asst. Etc.

**A.S.O-II:-** Establishment matters of Section Officers i.e. pay fixations, sanction of leave etc., and distribution of Loans & Advances among the Administrative Sections in Genl. Admn. Dept., sanction of Loans & Advances to the staff under the control of Genl.Admn.Dept.

**2. OP.II:-**

A.S.O-I:-Establishment matter of P.A./Addl.P.S./P.A. in the Peshies of all Ministers of State Govt. including the staff of CM's Office (i.e. temporary appointment & repatriation of staff in the Peshies of Ministers/C.M's Office, sanction of Leave (eL, CML & HPL), encashment of EL, sanction of increment, sanction of LTC and fixation of pay, GPF loans & part-final etc.) and all other related matters. Establishment matters of Drivers of GAD, Certain general instructions on Maintenance of Government Vehicles.

**A.S.O-II:-**

Establishment matters of Atenders/Jamedars/Addl.Drivers in the Peshies of Ministers/CM's Office (i.e. temporary appointment & repatriation of staff in the Peshies of Ministers/CM's Office, sanction of Leave (EL, CML, HPL), encashment of EL, sanction of increment, sanction of LTC and fixation of pay, GPF loans & part-final etc.) T.A. Bills and all related matter.

**3. OP.III:-**

**A.S.O-1:-**

Purchase of all Stationery and Non-Stationery items and Computer Consumables etc. and its related matters.

**A.S.O-II:-**

- 1) Maintenance of Xerox Machin
- 2) Fax Machine
- 3) Electronic Typewriters
- 4) Manual Typewriter
- 5) Paper sherdder Machines
- 6) Computers allotment and Maintenance  
and all related matter.
- 7) All other miscellaneous.



**A.S.O-III (Store incharge):-**

For issue of Stationery/Non-stationery including all Machinery and Equipments to C.M. Peshies, C.S. Peshi, all Ministers Peshies and Officers and Sections working in GAD including SC-wing and also maintenance of Store.

**4. OP.IV:-**

**A.S.O-I:-**

All Establishment matters of Jr. Stenos, Sr.Stenos, S.C. Stenos, P.S. to Secretary to Government, Telephone Operator of G.A. Department viz., leave, probation, increment, confirmation, retirement, pension, office arrangements, further continuation of all the temporary posts under the Administrative control, fixation of pay, sanction of LTC, S.L., Reimbursement of expenditure incurred in serving tea/coffee, sarks in the chambers of the rank of Secretaries to Government, GAD., miscellaneous papers, file disposal system, monthly performance indicators, weekly reports etc.,

**A.S.O-II:-**

All Establishment matters pertaining to typists/TCAs, Jr.Assts.DR&T Assistants, Record Assts., Lift Operators, Roneo Duplicating Operator, Xerox Operators, viz., leave, probation, Increments, confirmation, retirement, pension, fixation of pay, L.T.C., surrender, leave, Co-ordination of work of the clearance of air travel bills pertaining to the journeys performed by the Officers of GADCM.Peshi, Supply of air exchange order forms, telegram charges, office arrangements, Loans and Advances, sanction of HBA, MCA, Marriage Advance, Festival Advance, Cycle Advance to all categories of employees under the administrative control of OP.IV.

**5. OP-V:-**

**A.S.O-I:-**

Establishment matter of Asst. Section Officers and allied matters.

**A.S.O-II:-**

Establishment matters of Class.IV of GAD (Attendrs & Jamedars) (i.e.filling-up the post of Attenders, Promotion to the post of Jamedars sanction of leave (EL, CML & HPL), encashment of EL, sanction of increment, sanction of LTC and fixation of pay, GPF loans & part-final and processing the proposal of retirement benefits to the A.G., or Local Functd etc.) providing of uniform to all Class-IV employees of GAD/ME, shoes, warm cloth & rain coats to the Drivers/Jamedars of GAD and Loans & Advance (i.e. HBA, MCA, M.A. PC Advance, Festival Advances Edu. Advance etc.) pertains to the employees of GAD.



**6. OP.VI:-**

**A.S.O-I:-**

- 1) Sanction of new telephone connections to Entire State Govt. Offices.
- 2) Relaxation of excess calls.
- 3) Sanction of telephone reimbursement.
- 4) Matters relating to providing of Telephones to all Officer of GAD, C.M. Secretariat, all Ministers etc.
- 5) Maintenance of EPABX system in Secretariat.

**A.S.O-II:-**

Payment of Telephone Bills of all Officers including working under G.A.D. including Hon'ble C.M., Ministers both at Office and residences. Supply of Cell Phones and its related matters.

**7. OP.-VII:-**

**A.S.O-I:-**

All matters relating to Central Secretariat Library –Establishment matters of Assistant Librarian Grade I and Grade III - Purchase and settlement of the bills of news papers, Periodicals in respect of Chief Ministers, Ministers and Government and above – Budget.

**8.(CENTRAL RECORD BRANCH):-**

Maintenance of records of all departments of Secretariat.

**9. SECRETARIAT BUILDINGS-I:-**

**A.S.O-I:-**

All matters relating to electrical works in the premises of Secretariat, Supply of furniture to the Offices of Chief Minister, Ministers, Chief Secretary to Govt., General Administration Department and Chairman & Advisors under the control of General Administration Department, Supply of non stationery items, furnishing office rooms of Ministers/Chief Minister and C.M's Secretariat, all Office rooms of Officers and Section in General Administration Department, Instructions on Clean & Green.

**A.S.O-II:-**

All matters relating to civil works in the premises of Secretariat, Allocation of accommodation in the premises of Secretariat, all matters relating to facility management and open area management in the premises of Secretariat, all matters relating to integrated security of Secretariat.



## **10. SECRETARIAT BUILDINGS-II:-**

### **A.S.O-I:-**

Establishment matters of Watch & Ward Staff of Secretariat – Issue of identity cards to the employees of Secretariat – issue of Temporary passes – issue of Gate passes etc. – Sanction of Electricity and Water Charges of Secretariat.

**A.S.O-II:-** Chief Reception Officer.

## **11. I.O.C:-**

### **A.S.O:-**

Tappal – Despatch Scanning numbering and Distribution of tappals – Supervision of the staff in IOC, Tappal and Despatch.

## **12. I.C:-**

Proceeding Inspection Reports received from Senior Officers, Inspection manual, S.O.M., and Office Procedure, District Office Manual, Rationalisation of the functions and staff strength of the Departments of Secretariat, Committee constituted to study and review the items of work attended to and staff strength of the Departments of Secretariat. Measures for the improvement of Records - Management in the Offices of Heads of Departments - Revision of S.O.M. Revisions of Manuals - Compassionate Appointments - One seat dealing with the attestation of documents.

## **13. SPECIAL - A:-**

Transfers and postings of IAS Officers - Central deputation of IAS Officers to Government of India/State Govt., undertakings, rules relating to service matters IAS Officers, promotion of senior time scale, selection grade of IAS Officers, Inter-cadre deputation/transfers, half-yearly cadre returns of IAS cadre review, printing of half-yearly list of IAS Officers - confirmation of IAS Officer, Senior Duty Posts and above, deputation of IAS Officers for specific posts allotted to any others in Section. Leave including surrender leave and LTC of IAS Officer, C.L., to Collectors and other IAS Officers, budget leave salary, reimbursement, watch of leave salary contribution, additional charge allowance to IAS Officers and Officers holding cadre posts.

## **14. SPECIAL - B:-**

IAS Probationers - Appointment, Training, Leave posting, confirmation etc., IAS-IAS (Recruitment) Rules, IAS (Appointment by promotion) Regulations, IAS (Appointment by Selection) Regulations. Section Committee Meetings and probation of select List Officers. Fixation of pay of Officers appointed to IAS by promotion and Selection; IAS (Study Leave) Regulations - Sanction of study leave to IAS Officers. IAS Officers training/deputation to attend courses/seminars in India and abroad. Training of Indian Foreign Service probationers/Central Secretariat Officers in the State. Deputations of IAS Officers on foreign assignments. Tours of IAS Officers both within and outside the State. Matters relating to T.A./TTA of IAS Officers. Additional charge allowance to IAS Officers and Officers holding cadre posts. Appointment of Secretaries and Joint Secretaries of Law Department, the establishment matters. Governor's Address. Miscellaneous papers.



**15. STRICTLY CONFIDENTIAL-C:-**

Services-IPS -Addl.S.Ps(N.C), Superintendent of Police (Non-cadre), IPS Rules & Regulations, preparation of panels of Superintendents of Police Lists; IPS Officers Training in India and Foreign Countries Deputation of IPS Officer, LTC, surrender of leave E.O.etc., study leave - Expunction of adverse remarks - Commendation letters- Biodata of Officers - continuation of temporary posts; Disciplinary cases of I.P>S. - Additional Superintendent of Police (Non-cadre) - Review of services of IPS Officers - Commercial employment, retirement sanction of pension etc.

**16. STRICTLY CONFIDENTIAL - D:-**

Establishment matters and related issues pertaining to ACB and Lokayuktha, quarterly review premature retirement of IAS Officers, Disciplinary matters against IAS Officers, Selection Grade and above, amendments to IAS Officers of Junior and Senior time scale. A.P.Administrative Services and A.P.Lokayuktha and Upa Lokayuktha Rules, Miscellaneous work, TDP Act and Rules, Establishment matters of TDP.

**17. STRICTLY CONFIDENTIAL-E:-**

Postings and transfers of APAS Officers and Administration and conduct rules in respect of APAS Officers maintenance of P.Fs. Sanction of leave, pension etc., of APAS Officers. Postings and transfers of non-cadre Additional/Joint/Deputy Secretaries to Government including preparation of panels for promotion as non-cadre Additional/Joint/Deputy Secretaries to Government, Printing of Annual list of non-cadre Officers, Maintenance of P.Fs., of non-cadre Officers. Sanction of pension-updating and maintenance of Pfs of IAS Officers and allied matters - Maintenance of Annual Confidential Rolls of IPS Officers.

**18. STRICTLY CONFIDENTIAL-X:-**

Sanctions of pensionary benefits to IAS., Sanction of commutation of pension to IAS/Non-cadre Addl/Jt./Dy.Secys. To Govt., and APAS Officers, Medical attendance to IAS/IPS Officers, Group Insurance scheme of IAS Officers, A.P.Family Benefit fund (Residuary work) sanction of HBA to IAS Officers in Secretariat - Sanction of Motor Car And computer advance to IAS Officer sanction of advances to Jr.Officers, Budget, Administration of conduct rules of IAS and IPS Officers, Matters relating to GPF and Advances relating to IAS Officers - Property returns of IAS Officers - Miscellaneous work.

**19. SC INDIAN FOREST SERVICES:-**

Establishment of I.F.S.Officers - Transfers and postings, compulsory training courses, promotions, sanction of leave to all IFS Officers. Foreign Tours, Preparation of select lists for promotion to IFS - Inter cadre deputations, review of IFS cadre strength - Issue of No Objection certificates - Re-publication of Govt.of India Notifications, Amendment of Rules etc.

Pension cases, confidential reports and expunction of Adverse remarks of all IFS Officers. Maintenance of property statements etc., Commercial employment of IFS Officers. Re employment of IFS Officers, Enrollment of IFS Officers as members of Central Govt. Employees Group Insurance Scheme etc.



## **20. CABINET:-**

Council of Ministers - Arrangements for meetings. Sanction and settlement of bills to A.P.Technology Services regarding printing of Agendas. Posts continuance in Cabinet Section. Conveyance allowance to the staff of G.A.(Cabinet) Department. Constituting of standing sub-committees. Business Rules and Secretariat Instructions. Implementation of the Council Resolutions. All instructions relating to meetings of the Council of Ministers. Miscellaneous papers.

## **21. AR&II:-**

Compulsory training programmes for IAS Officers in respect of A.P.Cadre; Preparation of training programme in consultation with Government of India and intimating the same to Officer concerned etc; All training programmes/Course etc. Within the country (Other than NIRD, NIC and IOA Programmes) job assignments/ filling up vacant posts on deputation basis in India. All training programmes/Courses etc. Abroad (foreign training) Foreign assignments both for cadre and non-cadre Officers - Training programmes of NIRC and Miscellaneous.

## **22. Special-D:-**

1.Examining and placing the proposals the proposals related to all Foreign visits by Ministers, Cadre, Non-cadre Officers, Chairman, Directors or employees of the Government Corporations, Companies, Public Sector Undertakings, Trust Boards etc., before the Screening Committee on Foreign Visits – Obtaining the approval of Chief Minister Forwarding the same to the concerned departments for Issue of necessary orders.

2. Maintaining a Record for all Foreign visits cleared by the Screening Committee on Foreign visits and also pursuing the Departments of Secretariat to obtain the expenditure incurred on the Foreign visits.

3. Obtaining a brief note on the Foreign visits from the Members who visited Foreign Countries for maintaining the record and the benefits accrued to the State Government consequent to such visit.

## **23. ACCOMMODATION.A:-**

Matter relating to Census. Allotment of Rent Control houses for residential purposes. Since a decision was taken not to allot rent control houses. No., of W.Ps. Civil Suits were filed either by the landlords or tenants and they are various stages. Matters relating to allotment of Private houses for Government Offices, Ministers and Judges and fixation of rent and allied matters.Allotment of Govt. Quarters buildings to the Minister's Locate at Road No.12, Banjara Hills, Hyderabad.

Allotment of Govt. Quarter to the judges & allied matters of Earmarked quarters to the High Court Pool;  
Allotment of Office accommodation in BRKR Office Complex to certain Govt. Offices & Maintenance;  
Allotment of independent Buldings in different area and other Related matters;



#### **24. ACCOMMODATION-B:-**

Allotment of Govt. Quarters (3 Rts) to Jr.Officers, Sr.Officers, IAS, IPS Officers. Allotment of Govt.buildings to the Ministers, judges and Members of APAT. Allotment of Govt.Quarters (3RTs) to the rank of Superintendents in Twin Cities. Establishment matters of Estate Officer's Office, Allotment of Ex-Military quarters and 3RT quarters in twin cities. Maintenance of Govt.quarters at Kurnool and all Miscellaneous papers.

#### **25. ACCOMMODATION-C:-**

Allotment of Govt. Quarters (Clerical type) at Patigadda, madannapet, Kaladera, Udyognagar colonies and SRT Govt.Qts (Peon type) at Uppuguda, Madannapet, Malakpet, malakpet (B.Blocks), Udyognagar, Irrummanzil and Patigadda Colonies on seniority basis to Govt.Employees. Registration of applicants names in the seniority registers. Application received for out of turn allotment in respect of 2 RT and SRT Quarters but not considered for allotments on out of turn by C.M. Allotment of Govt.Quarters (2 RT clerical type) at Irrummanzil, Malakpet, Malakpet (B.Blocks) colonies. Allotment of 2RT quarters on out of turn basis to the Govt. employees on the orders of Hon'ble C.M.

#### **26. SPF:-**

All matters relating to A.P.Public Employment (OLC & RDR) Order, 1975 (Presidential Order) and also option/clarifications on the Presidential order relating to all Departments of Secretariat and also correspondence with Govt.of India on SPF matters etc. Inter-local cadre transfers under the provisions of the A.P.Public Employment (OLC & RDR) Order, 1975.

All matters relating to A.P.Administrative Tribunal - Appointment of Members, Vice-Chairman and Chairman - Constitution of Additional Bench Amendments to the Administrative Tribunals Act 1985 etc. Service matters relating to the establishment of A.P.A.T. All matters relating to A.P.Public Service Commission - including appointment of Members and Chairman. Service Matters relating to the Establishment of A.P.Public Service Commission. Matters relating to P.A.C., in respect of A.P.Public Service Commission.

#### **27. SERVICES -A:-**

Matters relating to the policies and procedures on recruitment; appointments under Sports-quota; Policy and procedures; Policy matters on the transfer of Government employees; Miscellaneous matters; A.P.Public Service Commission Regulations, 1963; District Selection Committees; Ban on recruitment; Policy matters in temporary/daily wage employees; Departmental Test Rules, 1965; Regulation of services of temporary employees.

#### **28. SERVICES-B :-**

A.P.Secretariat Service; A.P.Genera; Service Class No.XXVII-Section Officers; Class No.XXXVI-P.Ss. To Secys. To Govt., Class No.IX Asst.Secys.to Govt. Interpretation of Rules pertaining to Non-cadre D.S./J.S./Addl.Secys. To Govt., A.P.Legislature Secretariat Services (State & Subordinate); A.P.Last Grade Service Rules; A.P.Ministerial Service Rules; Compassionate appointments and clarifications relating to the categories covered in A.P.Ministerial Service Rules; A.P.Judicial Ministerial Services.

#### **29. SERVICES-C :-**

Personal Files/Confidential Reports; Tribunal for Disciplinary Proceedings; in.&Plg.(FW).Dept;Fin.&Plg.(Plg.Wing)Dept., General Administration Department; A.P.Civil Services (CCA) Rules; A.P.Civil Services (Conduct Rules) Services matters of Ind.&Com.Department.



### **30. SERVICES-D:-**

Home/H.M.&F.W./S.W. Dept.; RevenueDept/W.D.C.W.&.L.Dept./  
Tourism & Culture Dept./A.P.State & Subordinate Service Rules.

### **31. SERVICES-E:-**

State & Subordinates Services of P.R. & R.D.Engineering; Public Health Engineering; Municipal Engineering Service; Town Planning Service; Housing Department, Food & Agriculture Service; Animal Husbandry; Agriculture & Cooperation Service Sericulture Service; Irrigation & CAD Service; A.P.Engineering Service; A.P.Engineering Subordinate Service; A.P.Engineering Research Lab Service; Ground Water Service; A.P.Transport Service; A.P.Forest Service.

### **32. SERVICES-F:-**

Service matters pertaining to Education Dept., & Teachers of PR & RD Deptt., Service matters pertaining to Energy & Forest Deptt., Printing of book-lets (pertaining to orders and instructions that are issued in Services Wing) OMC - watching the issue of OMC Rules - Service matters relating to the PR & RD Department (other than Engineering Service).

### **33. Services-G:-**

Compassionate appointments to the dependents of deceased Government employees and the dependants of the Government employees and retire on medical invalidation; General issues relating to the transfer of Government employees;

Administration matter of Andhra Pradesh Administrative Tribunal. Andhra Pradesh Educational Institutions Act, 1974 (Regulations and Admissions).

### **34. CLAIMS.A:-**

#### **A.S.O-I:-**

Preparation of Pay bills of Gazetted Officers from Asst. Secy. to Govt.Chief Secy. to Govt. &PSs, Addl.PSs to Ministers.

Preparation of Pay bills of Section Officers (genl.), Section Officers (SC), Asst. Section Officers (SC) and Election Staff (Permanent)

Loans & Advances, Income tax Acquittance, Preparation for the above.

Furnishing of monthly statement reflecting the expenditure booked in each bill prepared under each Head of A/c operated along with other particulars such as Bill No. Token No. Cheque No. with date, amount passed in audit to ASO-I of D-Section for recociliation.

#### **A.S.O-II:-**

Preparation of Pay bills of Asst. Section Officers (Genl.) and Election Staff (Temp.)

Loans & Advances, Income tax Acquittance Preparation, Settlement of Bills.

Furnishing of monthly statement reflecting the expenditure booked in each bill prepared under each Head of A/c operated along with other particulars such as Bill No. Token No.Cheque No. with date, amount passed in audit to ASO-I of D-Section for reconciliation.



**A.S.O-III:-**

Preparation of pay bills of PSs, Sr.Stenos. Assts. TCAs and Telephone Operators.

Preparation of pay bills of Watch & Ward Staff (Chowkidars, Sweepers and Scavengers).

Loans & Advances, Income Tax Acquaintance Preparation, settlement of bills and to prepare the Form-24 and submit to I.T.Dept. and any other correspondence with I.T. Dept.

Furnishing of monthly statement reflecting the expenditure booked in each bill prepared under each Head of A/C. operated along with other particulars such as Bill No. Token No. Cheque No. with date, amount passed in audit to ASO-I of D-Section for reconciliation.

**35. CLAIMS.B:-**

**A.S.O-I:-**

Preparation of pay bills of Private Secretaries, Pas. Personal staff attached to ministers including CM Peshi, Drivers;

Loans & Advances, Income Tax, Acquaintance Preparation, Settlement of Bills.

Furnishing of monthly statement reflecting the expenditure booked in each bill prepared under each Head of A/c operated along with other particulars such as Bill No., Token No., Cheque No., with date, amount passed in audit to ASO-I of D-Section for reconciliation.

**A.S.O-II:-**

Preparation of Pay bills of Jamedars and Attenders and Personal staff attached to Minister including C.M. Peshi.

Loans & Advances, Income Tax Acquaintance preparation, settlement of Bills.

Furnishing of monthly statement reflecting the expenditure booked in each bill prepared under each Head of A/c. operated along with other particulars such as Bill No. Token No., Cheque No., with date, amount passed in audit to ASO-I of D- Section for reconciliation.

**36. CLAIMS:C-**

**A.S.O-I:-**

Settlement of Claims of all contingent expenditure relating to G.A.D., including settlement of bills relating to water and electricity charges, Rent and Tax bills Office expenses bills, bills in respect of Publications, maintenance of Motor Vehicles, Payment of prof. , and Spl.Services, Grant in aid, other charges and other expenditure bills of G.A.D., Elections , CM Peshi, C.S.Peshi and other Senior Officers of G.A.D.

Preparation of A.C. bills and D.C., bills, Bringing of Govt. Cheques from Finance (CCS) Dept., and handing over to concerned parties. Application of DD's and brining from S.B.H., Sectt. Branch.

Furnishing of monthly statement reflecting the expenditure booked in each bill prepared under each Head of A/C. operated along with other particulars such as Bill No. Token No., Cheque No. with date, amount passed in audit to A.S.O-I of D-Section for reconciliation.

**A.S.O-II:-**

Preparation of all Educational concession bills, T.A.&D.A., and L.T.C. bills.

Furnishing of monthly statement reflecting the expenditure booked in each bill prepared under each Head of A/c. operated alongwith other particulars such as Bill No. Token No., Cheque No. with date, amount passed in audit to A.S.O-I of D-Section for reconciliation.



### **37. CLAIMS-D:-**

A.S.O-I:-Preparation of Budget & Reconciliation.

### **38. CLAIMS-E:-**

A.S.O-I:-Preparation of Pay bills of Class-IV staff of GAD, Drivers, Record Assistants, Lift Operators and Election staff.

Loans & Advances, Income Tax Acquittance preparation and Settlement of bills.

Furnishing of monthly statement reflecting the expenditure booked in each bill prepared under each Head of A/c operated along with other particulars such as Bill No., Token No., Cheque No., with date, amount passed in audit to ASO-I of D-Section for reconciliation.

### **39. INFORMATION & PUBLIC RELATIONS-I:-**

A.S.O-I:-Sanction of Stationery and furniture, sanction of building rents, press matters relating Advertisements. Budget including Plan & Non-Plan of Information and Public Relations Dept., - Matters relating to T.V. Radio, C.T.Vs. Sets and CR Sets, Exhibitions, States Information, Minister's conference, miscellaneous and routine, Visual Media Cell, News Video Publicity Schemes, Delegation of powers to Officers of I&PR Dept.,

A.S.O-II:-All matters relating to Gazetted and Non-Gazetted establishment of Information and public Relations, Issue of amendments to APISS and Andhra Pradesh information Service Rules, Training and Deputation of Gazetted and Non-Gazetted staff. Superannuation and grant of pensions. All matters pertaining to Director of I&PR. DDs, Dist. Public Relations Officers and State Information Centers, New Delhi, Sanction of posts in I&PR Dept., General Matters.

### **40. INFORMATION & PUBLIC RELATIONS-II:-**

A.S.O.-I:-Matters relating to Right to information, Electronic Media, Meekosam Programmes – Press Academy of A.P. Public Accounts Committee meetings, Reports of Comptroller and Auditor General of India, Audit Reports and objections relating to I&PR Dept., - Loans and Advances – General matters – Press accreditations Committees.

A.S.O-II:-Matters relating to the A.P.State Film Television and Theatre Development corporation, and matters relating to Advisor to APSFTTDC.

### **41. GENERAL. & COORDINATION:-**

Sanction of Grants-in-aid to Administrative Staff College of India, Change of names, Public Account Committees relating to G.A.D., W.Ps and R.Ps pending in G.A.D. Reports of the Comptroller and Auditor General of India. Appropriation of Accounts, Consultative Committees of all Departments. Imprest amount.

Consolidated Report on the reference received from CM's Secretariat, Consolidated replies to other Departments, Miscellaneous subjects, Annual returns on the representations of SCs, STs in the Services, subjects not allotted to any other Section in G.A.D.

LAQs/Assurances, Legislature Coordination work, Call attention Motions, short notice questions pertain to G.A.D.

State Administration Report - Compilation, Printing and Distribution.

Co.Ordination:-

Drafting of A.P. Infra-structure Development enabling Act (Co.ordination) (OL) 2001 by CRISIL Advisory Service, Mumbai. Issues pending with Govt., of India. Payment of bill to APTS Lt., and CRISIL Advisory Services. Schemes creation of Central control room at Vizag Industrial area. Intelligence reports sent by C.S./Secy.(Co.ordination). Framing of Uniform system in Social Welfare Department. Sending G.Os to GISNIT. Different type of works entrusted to this Section by the Secretary (Co.ordination).



**42. S.R.:-**

Matters relating to Hyderabad Civil Services Rules and S.R.Act., The A.P. Payment of salaries & pension & Removal of Disqualifications Act'1953, South Zonal Council, inter-State Council

**43. Elections-A:-**

1. Delimitation of Parliamentary and Assembly constituencies – Statistics in respect of Delimitation, Scheduled castes and Scheduled Tribes etc.  
– Polling in disputed areas.
2. All matters relating to Polling Stations.
3. Election Observers.
4. Visits of Chief Election commissioner, Officials of Election commission of India, Chief Electoral Officers of other States etc.

**44. Elections-B:**

1. Law and Order, Security, Bandobust – Election Offences – deployment of Central forces – Police wireless – Security for candidates – executive Magistrates – Regulation of fire Arms, illicit weapons.
2. Complaints from Political Parties, contesting candidates on all election related matters.
3. Insurance Claims, ex-gratia for election personnel.
4. Disciplinary cases and election offences involving election personnel.
5. Requisition of School/College buildings.
6. Regulation of entry into polling stations and counting centres.
7. Requisitioning of polling personnel and related matters.
8. Inspection of District Election Offices and Subordinate Offices.
9. Model Code of Conduct.
10. Meetings with Representatives of Political Parties.
11. Ban on Transfers, during General Elections / By Elections.
12. Regulation of printing and publishing of election posters, pamphlets, etc.
13. Closure of liquor and toddy shops on poll day.
14. Procurement of diesel, petrol etc.
15. Declaration of Local Holidays and the Holiday on poll Dates.
16. Press publicity, Radio Talks, Advertisements, Posters, Documentaries / films etc., on election matters.
17. Ballot Boxes.

**45. ELECTIONS C:-**

1. Election Budget – Budget Estimates – Supplementary Grants Re-appropriation etc. – Compilation work of election expenditure, Monthly statement of expenditure – Reconciliation work in the office of the Accountant General.
2. Furnishing of Budget Estimates, Expenditure Statements, Audit Certificates to Government of India – Reimbursement of expenditure by Govt. of India.



3. All matters relating to accounts – Settlement of T.A. and lumpsum advance drawn during General Elections.
4. All financial sanctions relating to conduct of Elections.
5. Establishment and Office Management – Telephones, Attenders, Register, Tappals, Despatch, Roneo in Election Branch.
6. Preparation of bills & Office Imp rest.
7. Public Accounts Committee – Appropriation of Accounts – Finance Accounts – Audit Report of Comptroller and Auditor General of India – Audit Objections.
8. Monthly receipts under head 0070 – Other Administrative Services – 02 Elections – 101 Sales proceeds of Elections forms and documents.
9. Procurement of Stationery and computer/ consumables
10. Compilation work of election expenditure, Monthly statement of expenditure – Reconciliation work in the office of the Accountant General.

#### **46. ELECTIONS.D:-**

1. Election Petitions.
2. Account of Election Expenditure of the Contested Candidates.
3. Disqualification list (Gazette Notification) of who is not submitted the Election expenses within the stipulated period.
4. Instructions of Election Commission of India at the time of General elections/Bye Elections.
5. Starred/Unstarred Questions of Parliament/Rajya Sabha; and
6. Procurement and distribution of Election material such as Indelible Ink, Arrow Cross Mark Rubber Stamps, Green Paper Seals, etc., to all the DEOs.
7. Procurement and distribution of various Statutory and Non-statutory Forms and Covers. Distribution of certain stationer items from the Office of the Commissioner of Printing.
8. Supply to EVMs Power Packs.
9. Supplying the Cream wove and Pink wove paper for the purpose of printing of ballot papers and settlement of payments thereof.
10. Settlement and payment of the Bills of the Commissioner of Printing and the other supplying agencies, for the election material supplied.
11. Furnishing of monthly position of political parties in A.P.L.A. to the Commission.
12. Maintenance of the Govt. Building (Election Godown), A.C.Guards, Hyderabad.

#### **47. ELCTIONS E:-**

1. Registration of Electors Roles, 1960.
2. All aspects relating to Intensive / Summary revision of Electoral Rolls.
3. registration of service electors.
4. Appointment of E.R.Os. and A.E.R.Os.
5. Computerisation of Electoral rolls.
6. All aspects relating to Photo Identity Cards. (EPIC)



#### **48. ELECTIONS F:-**

1. Appointment of Retiring Officers & Asst Retiring officers
2. Conduct of General Elections – Elections programme – Publication of Presidential Notification and Statutory Notification in the State Gazette – conduct of General Election/Bye-Elections, adjourned poll, repoll to the House of People and to the Legislative Assembly – Issue of General Instructions, to the Returning Officers – Allotment of Symbols, Printing of ballot papers.
3. Nominations of Anglo-Indian Member to the Legislative Assembly the Governor.
- 4 Maintenance of vacancy register and notification of vacancy to Election Commission of India.
5. Presidential Election and Vice-Presidential Elections.
6. Biennial/Bye-election to Council of States.
7. All residuary matters relating to elections.
8. National Voters Awareness campaign – Guidelines for implementation.
9. Declaration of results – Despatch of declaration of results by R.Os and other prescribed returns to the E.C.I.
10. Postal ballot papers.
11. Counting programme, Counting Centres.
12. Receipt of messages and particulars of nominations, scrutiny of names of nominated candidates with the list of disqualified persons – rejections, preparation of consolidated list of nominations filed, withdrawals, and on the last date of withdrawals preparation of list of contesting candidates and the symbols allotted to the contesting candidates. Checking of the symbols allotted to the candidates with the notifications of the E.C.I. with regard to symbols.

#### **49. N.R.I:-**

- 1). Initiate an extensive study of the issues of NRI.
- 2.) Collect and analyze data on demography of AP NRI, their income resources spending trends, savings, specific NEEDS (IF ANY)
- 3) Study the Kerala model of NRI Cell and Ministry and evaluate how best it would meet the needs of AP NRIs.
- 4) Liaison with various Govt. departments like Industries, Finance, Education and explore possibilities of how these department can co-ordinate in resolving issues.
- 5) Liaison with various NRI voluntary organizations in GULF and in India to explore possibilities of joining efforts in resolving issues.
- 6) Initiate an awareness campaign among the NRIs re importance of savings and investment.
- 7) Liaise with financial/ insurance institution to evolve a pension insurance scheme for returning Indians.
- 8) Initiate dialogue with Central and State authorities for creating of an NRI economic zone.



**50. MONITORING CELL.I:-**

**A.S.O-1**

Report of Sri J.M.Girglani, I.A.S., (Retd.) One Man Commission (SPF) \_ Follow up action \_ Issue of Orders / Instructions / Clarification etc.

**A.S.O -II.**

To offer remarks / opinion on the files referred by other departments and issue of clarifications on the references received various departments.

**51. MONITORING CELL.II:-**

**A.S.O.-1**

Matters relating to the meetings of "Group of Ministers" / House Committee" / Implementation of Monitoring Authority" to oversee the implementation of G.O.Ms.No. 610

**A.S.O.-II**

Court cases relating to the implementation of G.O.Ms.No. 610.

**52. MONITORING CELL.III:-**

**A.S.O.-I**

Processing the reports received from Heads of Departments, and the matters relating to RTI Act and other miscellaneous subject. LAQs/SNQs/ Legislative businesses.

**A.S.O.-II**

Processing the information relating to other Unit Offices. Action on the representation received from the Service Organizations.

**53. & 54. D.P.C.I & II**

**A.S.O.-I:**

Constitution of DPC Convening of Screening Committee meetings for promotion to the categories of 3<sup>rd</sup> Level Gazetted Posts.

Convening of Departmental Promotion Committee meeting for categories of 4<sup>th</sup> level Gazetted and above posts including HODs(Non Cadre) in the State Govt. Dept.

Convening of Screening Committee/ Departmental Promotion Committee meetings to the categories of Dy.Secy/Jt. Secy/Addl.Secy to Govt.in the /Depts of Secretariat.



**55. SINGE UNIT-I:-**

**A.S.O-I:-**

Service matters relating to Section Officers - Appointment as S.O., by transfer from the category of A.S.Os. Under single unit and Superintendents belonging to the A.P.Ministerial Services Rules of Heads of Department under 12 1/2% quota, conducting of D.P.C., in respect of above categories. Regularisation & declaration of probation - Posting/Transfers orders in respect of S.Os and also coming from long leave, deputation etc., preparation of common seniority list of S.Os.

**A.S.O-II:-**

Service matters relating to P.S., to Secy. To Govt., SC.Stenos preparation of common seniority list of S.Os, P.Ss., & SC.Stenos, conduction of DPC for making selection to the post of P.S., from the category of SC Stenos; filling up of SC.Steno vacancy by promoting the eligible Sr.Stenos, Transfer and postings of P.S./SC.Stenos; Regularisation and declaration of probation of the above category. Issue of posting orders in respect of P.S./SC.stenos on expiry of long leave, deputation period etc.

**56.SINGLE UNIT:II-**

**A.S.O-I:-**

Maintenance of Common Seniority lists of A.S.Os. Examination of issues relating to the revision of seniority. Sponsoring of persons for foundational and other trainings at Institute of Administration.

**A.S.O-II:-**

Court cases relating to seniority issues of A.S.Os. Sports Quota appointment of A.S.O. Filling up of the vacancies of ASOs in different Departments in S.U., by promotions from the lower category (Typists, Jr.Asst., Jr.Stenos etc.) By transfer from H.O.Ds under 12 1/2% quota and direct recruitment duly notifying vacancies of ASOs to APPSC. Regularisation of services of ASOs in S.U. Inter Departmental transfers (above six years). Issue of postings etc., to the persons reporting for duty on expiry of leave/terms of deputation. Sponsoring of eligible ASOs for the outside executive posts like ACTOs., Dy.M.R.Os., etc.

**57.SINGLE UNIT-III:-**

**A.S.O-I:-**

Subjects relating to Typists, T.C.As, Filling up of the vacancies arising in these categories; appointment of personnel from H.O.Ds under 12 1/2% quota to the category of Assistants, Notifying vacancies to A.P.Public Service Commission.

**A.S.O-II:-**

Regularisation of services of these categories appointed after 8-4-1983 Issue of postings orders etc., to Persons on expiry of long leave/terms of deputation;

**58.SINGLE UNIT- IV:**

**A.S.O-I:-**

Postings & transfers of Jr. & Sr.Stenos; Regularisation of services of Sr. & Jr.Stenos; Review of seniority of Sr. & Jr.Stenos. Notification of vacancies of Sr. & Jr.Stenos to APPSC.,

**A.S.O-II:-**

sanction of new posts & further continuance of temporary posts in all Departments of Secretariat; Maintenance of P.Fs of S.Os, A.S.Os, P.Ss, to Secretary to Government, SC.Stenos under Single Unit; Miscellaneous work.



**59. SINGLE UNIT-V:-**

**A.S.O-I:-**

All court cases relating to the employees under Single Unit.

**A.S.O-II:-**

Preparation of MIS of all the employees under Single Unit except DR&T and TCAs.

**60. SERVICE WELFARE-I:-**

**A.S.O-I:-**

Recognition and de-recognition of Service Associations; amendments to the A.P. Civil Service (Recognition of Service Associations) Rules, 2001; conduct of elections to recognized service associations and disputes arising in this regard. Grant of Special casual leave in connection with strike, bandh and dharnas etc. Sanction of OD facility to the members of recognized service associations.

**A.S.O-II:-**

Reimbursement of Govt. share for the concessional bus passes issued to the NGOs by APSRTC. Cultural study tours of A.P. Secretariat Cultural Associations. Matters relating to A.P. Secretariat Cooperative Canteen; Court cases filed by the Associations; LAQs relating to the Associations; sanction of OD facility to the Members of recognized service associations.

**61. SERVICE WELFARE-II:-**

**A.S.O-I:-**

Constitution of A.P. Civil Services Joint Staff Council, District Joint Staff Council etc. Arrangements for meetings of Joint Staff Council (State Level) and Cabinet Sub-Committee on Services; Sanction of financial aid to the Service Associations.

**A.S.O-II:-**

Matters relating to selection of players by SAAP and sponsoring to the All India Civil Services Tournaments (Settlement of Accounts etc); Settlement of Unions demands relating to recognized service Associations i.e. providing house sites and Medical Insurance Scheme to the government employees etc; Preparation of Budget estimates; supplementary estimates and budget related matters etc; Different clarifications on the employees welfare; CAG reports; PAC matters and Audit paras relating to the section and any other matter not referred to in the subject distribution

**62. P.A.G.B.-I:-**

Grievance petition received from the Govt. of India in respect of Tourism Culture and Youth Service Dept., Representation received during the prime Minister visit to A.P. in respect of T.C.&Y.S. and E.F.S.S.&T Dept., Review of the monthly periodicals on disposal of grievances at Districts (all the districts). Review of quarterly, Half yearly and Annual Reports on implementation of point No.20 of 20 point Economic Programme in all the district. Staff continuance in the Revenue Divisions of all the District to attend the PAGB work. All the PAGB matters in respect of revenue and Industries and commerce Dept., Fin.Dept.etc., petitions received from Govt. of India in respect of Departments concerned. All the PAGB matters in respect of Law, Women Development, child Welfare and Labour, Fin.&Plg.(FW) Dept., Genl. Admn. Dept., Edu. Municipal Admn. Urban development, Housing, Health, Medical & Family Welfare Depts. Etc., petitions received from Govt. of India in respect of Dept., concerned.



**63. PAGB-II:-**

All the PAGB matters in respect of Home, PR&RD, Social Welfare, Food & Civil Supplies, Agriculture and Cooperation, Animal Husbandry and Fisheries, TR&B., I&CAD, I&CAD (PW), Finance & Planning (Proj.Wing) Dept., Petitions received from Govt. of India in respect of Departments concerned.

**64. AR&T.I:-**

Administrative Reforms Committees - Re-organisation of Departments of Secretariat - Simplification of Office Procedure - All matters relating to Administrative Reforms - Delegation of powers to Heads of Department, Secretariat Departments, Collectors etc. All matters relating to Incentive Awards Scheme applicable to Government employees - Conducting of Incentive Awards Committee Meetings - O & M Scheme for grant of cash awards for showing high performance - Miscellaneous etc.,

**65. AR&T.III:-** Meetings - Meetings of Secretary's to Government and standing sub-committee of Secretary's to Govt., with Chief Secretary Advice on procurement of modern Office equipment by Secretariat/Heads of Depts./Collectorates; Recommendations of Chief Secretary's Conference; Training allowance to the participants of all the Govt., Training Institutes in the State - Incentives to the Heads of Institutions in the State; All Administrative matters relating to the Institute of Administration; Budget-Plan and Non-Plan and Centrally sponsored schemes in respect of Institute of Administration - Miscellaneous work.

**66. AR&T-IV:-** :- All matters relating to File Disposal Drive.

**67. అ.భా I:**

ఈ విభాగంలో కేవలం ఒక సహాయ విభాగాధికారి మాత్రమే ఉన్నారు .

విభాగ విషయము 1966 అధికార భాషా చట్ట నిర్ణయాలు, అధికార భాషా చట్టం 1966 లో పొందుపరిచిన విధంగా ఉర్దూ, మరియు ఇతర అల్ప సంఖ్యాక వర్గాల భాషల ఉపయోగం మరియు రెండవ అధికార భాషగా ఉర్దూ అమలుకు సంబంధించిన విషయాలు, అధికార భాషా సంఘం నియామకం, అధ్యక్షులకు హోదా , సభ్యులకు కల్పించే సదుపాయాలకు సంబంధించిన ఉత్తర్వులు, ప్రభుత్వ ప్రభుత్వాధీన సంస్థల లోని తెలుగురాని అధికారులకు, ఉద్యోగులకు తెలుగు వ్రాయడం చదవడంలో శిక్షణ తెలుగు, ఓపెన్ సాఫ్ట్ వేర్ కంప్యూటర్లో శిక్షణ తెలుగు భాషా పరీక్షలో ఉత్తీర్ణత మినహాయింపు వ్యవహారాలు ఆంధ్రప్రదేశ్ పబ్లిక్ సర్వీసు కమీషన్ మరియు ఇతర రిక్రూటింగ్ ఏజెన్సీలన్ని నియామకాలలో తెలుగు మాధ్యమంగా చదివిన అభ్యర్థులకు రాయితీల పరిశీలన ఉత్తర్వులు, తనిఖీ అధికారుల నియామకం మరియు వారికి టి.ఎ చెల్లింపులు, తెలుగు అమలుకు సంబంధించిన ఎలక్ట్రానిక్ పరికరాల పరిశీలన ఆమోదం, శాసన సభకు సంబంధించిన ప్రశ్నలు ఎల్.ఎ.క్యూ మొ.వి), అధికార భాషా సంఘంనకు సంబంధించిన మరియు ఇతర విధాన నిర్ణయాలు, తెలుగు భాషకు కేంద్ర ప్రభుత్వముచే క్లాసికల్ లాంగ్వేజ్ గా గుర్తింప చేయుటకై చర్యలు, టాస్క్ ఫోర్స్ కమిటీ నియామకం మరియు సమావేశాల నిర్వహణ, జాతీయ భాషగా హిందీ అమలుకు సంబంధించి పార్లమెంటు కమిటీ వ్యవహారాలు, కేంద్ర ప్రభుత్వం మరియు ఇతర రాష్ట్రాలతో సంప్రదింపులు, కోర్టు కేసులు, సి.ఎం .పి .లు, మొదలగునవి.



## 68. అధికార భాష సంఘం 2

సహాయవిభాగాధికారి 1

1. అధికార భాషా సంఘం అధ్యక్షుల వారికి మరియు నలుగురు సభ్యులకు జీతభత్యాలు, బిల్లులు, ప్రయాణభత్యం, దినసరిభత్యం, చెల్లింపు ఉత్తర్వుల జారీ .
2. అధికార భాషా సంఘ సభ్యులకు రాష్ట్ర, రాష్ట్రేతర, జిల్లా పర్యటనలు.
3. ప్రతినెల జరిగే అధికార భాషా సంఘం సమావేశాల ఏర్పాట్లకు సంబంధించిన ఉత్తర్వులు, సంఘ సభ్యుల ప్రయాణభత్యం, హాజరీ పారితోషికాల ఉత్తర్వులు జారీ .
4. ప్రభుత్వ కార్యాలయాలలో ప్రభుత్వేతర సంస్థలలో విశ్వవిద్యాలయాలలో ప్రభుత్వ, ప్రభుత్వేతర కళాశాలలలోను, సాంకేతిక, వృత్తి విద్యాలయాలలో తెలుగు అమలు చర్యలు
5. అన్ని శాఖాధిపతుల కార్యాలయాల మాసప్రగతి నివేదికల పరిశీలన, నిర్ణయాలు, తగిన ఉత్తర్వులు జారీ .
6. అధికార భాషా సంఘానికి కేటాయించిన బడ్జెట్‌కు సంబంధించిన అన్ని కార్యకలాపాల పరిశీలన ఉత్తర్వులు.
- 7 . రాష్ట్రంలో ఇతర రాష్ట్రములలో తెలుగు వికాసం పేరిట భాషోత్సవాల నిర్వహణ ఎ.సి.బిల్లుపై డ్రా చేసిన ఖర్చుకు డి.సి.బిల్లులు సమర్పించుటకు సంబంధించిన ఉత్తర్వులు.

### స.వి.అ.2

1. మంత్రిలతో, శాఖాధిపతులతో సమావేశాలు ఏర్పాట్లు, నిర్ణయాలు పరిశీలన, వాటి అమలుకు సంబంధించిన ఉత్తర్వులు.
2. శాఖాధిపతుల కార్యాలయాలలోను, ప్రభుత్వ ప్రభుత్వాదీన సంస్థలలోను న్యాయస్థానాలలో అధికార భాషగా తెలుగు అమలు పరిశీలన - నిర్ణయాలు, ప్రతినెలా జరిగే అధికార భాషా సంఘ సభ్యుల సమావేశాలకు సంబంధించిన ఏర్పాట్లు చేయుట గురించి.
3. తనిఖీ అధికారులు నలుగురికి అన్ని శాఖాధిపతుల కార్యాలయాలకు తనిఖీకు వెళ్లుటకు ఉత్తర్వులు. తనిఖీ నివేదికను సమీక్షించి శాఖాధిపతుల కార్యాలయాలకు ఆదేశాలిచ్చుట .



### 69. అధికార భాష సంఘం 3

#### సహాయవిభాగాధికారి 1

సచివాలయ స్థాయిలోను, జిల్లా స్థాయిలోను (ఆంధ్ర) అధికార భాషగా తెలుగు అమలు పరిశీలన నిర్ణయాలు సచివాలయ స్థాయిలోను, జిల్లా స్థాయిలోను నివేదికలు పరిశీలన ఉత్తర్వుల జారీ శాఖాపరమైన, పరిపాలన పరమైన పదకోశాలు తయారీ దాని ముద్రణ, సరఫరా ఏర్పాటు నెల నెలా మాస పత్రిక ముద్రణ, వాటిని జిల్లా స్థాయి నుండి మండల స్థాయి వరకు పంపిణీ, వాటి బిల్లులు చెల్లింపులు నిఘంటువులు ముద్రించటము, వాటి కాపీలు సరఫరా చేయుడం, వాటికి సంబంధించిన బిల్లులు చెల్లింపు ఉత్తర్వులు భాండాగార నిర్వహణ.

#### సహాయవిభాగాధికారి 2

23 జిల్లాలకు సంబంధించిన జిల్లా సమీక్షా సంఘాలు ఎర్పాటు చేయడం, వాటి తీర్మానాలు పరిశీలన సూచనలు, సమీక్షా సంఘాల సభ్యులు సిట్టింగ్ ఫీజులు వగైరాలకు సంబంధించిన బడ్జెట్ వ్యవహారాలు 23 జిల్లాలకు సంబంధించిన మిస్టేనియన్ కరెంట్లపై పరిశీలన జిల్లాలలో -తెలంగాణ, రాయలసీమ తెలుగు అభివృద్ధి సూచనలు చట్టాలు, ఆక్టులు తెలుగులో అనువాదాలు చేయడం కొరకు అనువాదకులను నియమించడము సరఫరా బిల్లులు - రాష్ట్రంలో తెలుగు అమలు అభివృద్ధి విషయంలో తెలుగులో హోర్డింగు నామ ఫలకాలు పెట్టుట వాటి పరిశీలన ఉత్తర్వులు .



**THE DEPARTMENT SHALL FOLLOW RULES, REGULATIONS AND INSTRUCTIONS IN THE FOLLOWING ACTS / RULES / MANUALS ETC. :**

- 1) Secretariat Office Manual
- 2) Fundamental Rules,
- 3) A.P. Civil Services (Classification, Control and Appeal) Rules, 1991,
- 4) The Andhra Pradesh Civil Services (Conduct) Rules, 1964,
- 5) The Andhra Pradesh State and Subordinate Service Rules,
- 6) Rules for the Grant of Miscellaneous Loans and advances to Government Servants
- 7) The Andhra Pradesh Integrated Medical Attendance Rules, 1972,
- 8) The Andhra Pradesh Government Business Rules and Secretariat Instructions,
- 9) The Andhra Pradesh Secretariat Subordinate Service Rules,
- 10) State Civil Services (Safeguarding of National Security) Rules
- 11) State Civil Services (War Service Personnel) Recruitment Rules
- 12) The Andhra Pradesh Ministerial Service Rules,
- 13) The Andhra Pradesh Last Grade Service Rules
- 14) The Andhra Pradesh General Provident Fund Rules
- 15) The Andhra Pradesh Employees Group Insurance Rules
- 16) The Andhra Pradesh Government Life Insurance Rules,
- 17) A.P. Allotment of Government Quarters Rules, 1973
- 18) All India Service Rules,
- 19) A.P. Travelling Allowance Rules including L.T.C
- 20) A.P. Special Commissioner Establishment and A.P. Govt. Guests House, New Delhi Service Rules, 1993
- 21) Petition Rules
- 22) A.P. Residential Commissioner Establishment and A.P. Government Guest House, New Delhi Subordinate Service rules, 2001,
- 23) Protocol Manual, 1966
- 24) Rules governing the provision of accommodation to guests at A.P. Guest House at New Delhi



- 25) Indian Air Craft Manual (Compilation of the Legislation and rules governing Civil Aviation in India)
- 26) A.P. Buildings (Lease, Rent and Eviction) Control Act, 1960 Admission of.
- 27) The Hyderabad Houses (Rent, eviction and Lease) Control Act, 1954 Admission of.
- 28) A.P. Requisitioning of Buildings Act, 1954 Admission of.
- 29) The Conservation of foreign Exchange and Prevention of smuggling Activities Act, 1974
- 30) The Prevention of Black Marketing and Maintenance of Supplies of Essential Commodities Act, 1980,
- 31) The Prevention of Dangerous, Activities of Activities of Bootleggers, Dacoits, Drug offenders, goondas, immoral traffic offenders and land grabbers act, 1986
- 32) The Indian Explosives Act, 1884.
- 33) The Conservation of Foreign Exchange and Prevention of Smuggling Activities Act, 1974
- 34) The Andhra Pradesh Suppression of Disturbances Act, 1948
- 35) The A.P. Telangana and Public Security Measures Act,. 1951
- 36) Representation of People Act, 1951
- 37) The Andhra (Prevention of Speculation in Immovable Property) Act, 1954 Admission of.
- 38) A.P. Delimitation Commission
- 39) Holidays including those under the Negotiable Instruments Act
- 40) A.P. Lokayukta & Upalokayukta Act, 1983
- 41)The Andhra Pradesh payment of salaries and pension and removal of Disqualifications Act, 1953,
- 42) The Commissioner of Inquiries Act, 1952 (as amended by the Commissioner of Inquiry (Amendment) Act, 1971,
- 43) A.P Public Security Act, 1992,
- 44) The A.P.Preventive Detention Act
- 45) The National Security Act
- 46)Framing of Ad hoc Rules in respect of Temporary posts,
- 47) Govt.of India instructions for the long/short term training programmes, seminars, workshops funded by the Govt. of India/ foreign agency through Govt.of India
- 48) Rules governing allotment of transit type quarters at Kundan Bagh to Senior Officers as temporary accommodation
- 49) Rules governing the provision of accommodation to guests in Government Guest Houses at Hyderabad,



- 50) Guidelines on use of Jubilee Hall at Public Garden, Hyderabad.
- 51) Instructions on observance of courtesies in dealing with Members of Parliament and State Legislature
- 52) Instructions in regard to action to be taken in cases where Government servants are involved in misappropriation of Government money or convicted on criminal cases,
- 53) Instructions in regard to appointment of son/daughter/spouse of Government servants who die in harness while in service/retire on medical grounds
- 54) Instructions in regard to transfer of Government employees from one place to another,
- 55) Instructions in regard to General Office procedure,
- 56) Instructions in regard to appointment of sportsmen to public services under the State Government,
- 57) Instructions in regard to age concessions for appointment to public services under the State Government,
- 58) Instructions in regard to maintenance and security of personal files,

The business of the Government shall be transacted in the Department as per the Business rules and in terms of the S.O.M. The required budget allocation will be obtained by placing necessary proposals to the Legislature through Finance Department for the various Schemes as may be decided by the Government that are sanctioned and that are to be taken up based on the priority for the benefit of the State and streamline the expenditure.



A DIRECTORY OF OFFICERS AND EMPLOYEES IN GENERAL ADMINISTRATION  
ADMINISTRATION DEPARTMENT UNDER THE CONTROL OF CHIEF SECRETARY TO  
GOVERNMENT

(Section 4 (1)(b)(ix))

Sl. No	Name and Designation	Block Floor Room No.	Telephone Numbers		
			Office / Fax / Cellphone	EPABX 23450111	Residence
	S/Sri/Smt.				
1.	P. Ramakanth Reddy, IAS., Chief Secretary to Govt.,	C 3 <sup>rd</sup>	23452620 23455340 23453700(F)	2471 2562 2715	23398655
2.	J.P.Murty, IAS., Spl.C.S. (GPM&AR)	B 4 <sup>th</sup> 408	23453227 23456391 23453218(F)	2797	23379152
3.	Sri J. Ramanand, IAS Prl. Secretary to Govt. (RIAD)	B 6 <sup>th</sup>	23454961 23450447(F) (Consultants of RIAD) 23450525	2753 2290	
4.	Prabhakar D.Thomas, IAS Prl. Secretary to Govt. (Accom)	B 5 <sup>th</sup> 511	23455245 23453200(F)	2220	27612253
5.	Sri I.V. Subba Rao, IAS CEO & Prl. Secretary to Govt.	H(S) Gr.	23457317 23455781(F) Cell 9848037473	2537	23414248
6.	R.M. Gonela, IAS., Prl. Secretary to Govt., Prl. Secretary to Govt. (Poll)	C 4 <sup>th</sup>	23453026 23454055(F)	2230	23556664
7.	Sri S. Balasubrahmanyam, IAS Secretary to Govt., (Ser.)	B 3 <sup>rd</sup> 307	23454182 23454810(F)	2212	23415419
8.	Rajendra Narendra Nimje IAS Addl. CEO & EO Spl. Secretary to Govt.	H(S) Gr.	23455303 23455781(F)	2215	27610313



-: 27 :-

9.	Sri P.V. Ramana Murthy Deputy Secy to Govt Ser.	B GF	23456548	2549	27078641
10	N.V.Ramana Reddy, IRPS, Special Secretary to Govt. (Protocol)	C 5 <sup>th</sup>	23453151 23451233(F) (Cell) 9848781008	2593	23417606 (P)
11	T.Dakshina Murthy, Addl. Secretary to Govt. (Elec)	H(S) Gr	23451700 990838446	2726	24244376 (P)
12	W.Ganeshan, Addl. Secretary to Govt. (AIS)	B Gr. 102	23455454 (Cell) 9848309433	2456	24058125 (P)
13	D.Rama Krishna Jt. Secretary to Govt. (GPM&AR)	B 4 <sup>th</sup> 407	23450521 9849913776	2716	23374502(P)
14	Ravi Shankar , IFS., Jt. Secy., GOI	B 311	23456051	2951	--
15	V.Samuel, Joint Secretary to Govt. (L&O)	C 2 <sup>nd</sup> 203	23452888 9948397504	2368	23416673
18	L.Chandra Mohan, Joint Secretary to Govt. (Genl)	C 2 <sup>nd</sup> 209	23454823 (Cell) 9948334050	2506	27731957 (P)
19	Sri V. Aruna Gopal Dy. Secretary to Govt. (OL)	B Gr. 103	23456548	2549	23524638
20	S.N.V.Ramana Rao, Dy.Secy., (GOI)	B 3rd 312	23451244	2657	--
21	Vacant Dy. Secretary to Govt. (GPM&AR)	B 4 <sup>th</sup>	23450093	2893	--
	Smt.. C. Parveen Baig Dy. Secretary to Govt. (SU)	B 2 <sup>nd</sup> 205	23450151	2428	
	VACANT Dy. Secretary to Govt. (Accom),	B 2 <sup>nd</sup>			
22	T.Siva Nageswara Rao, Asst. Secretary to Govt. (Genl)	C 2 <sup>nd</sup>	23450152 (Cell) 9948287263	2855	23063935(P)
23	Y.S.Kameswara Rao, Asst. Secretary to Govt. (Estt)	C 2 <sup>nd</sup> 201	23450535 (Cell) 9948397501	2922	24026325(P)
24	VACANT Asst.Secretary to Govt. (Poll.I)				
25	K.S.Raghavendra Rao, Asst. Secretary to Govt. (Poll.II)	C 2 <sup>nd</sup>	(Cell) 9849905697	2590	27062684(P)



-: 28 :-

26	Sri A. Mahaboob Saheb Asst. Secretary to Govt. (L&O)	C 2nd	23456137 (Cell) 9010204278	2827	24126609
27	Sri S. Parthasarathi Asst. Secretary to Govt. (AIS-I)	C Gr.	9948397502	2894	24093640
28	Smt. J. Srilakshmi Asst. Secretary to Govt. (AIS-II)	B 2 <sup>nd</sup>	9849905715	2465	65092547
29	Smt. P. Suvarna Rani Asst. Secretary to Govt. (AIS-III)	B 2nd 207	9849905709	2465	
30	Dr. C.Bhavani Devi Asst. Secretary to Govt. (Ser.I)	B 2 <sup>nd</sup>	23450587	2529	
31	B.Nagaraja Asst. Secretary to Govt. (Ser.II)	B 6 <sup>th</sup>	9912224125	2387	24150215
32	K.Jagan Mohan, Asst. Secretary to Govt. (SU.I)	B 3rd 301	23450598 (Cell) 9948397516 23450578	2223  2430	27062567(P)
33	Sri S. Anjaneyulu, Asst. Secretary to Govt. (Accom)	B 2 <sup>nd</sup>			
34	J.Kusuma Kumari, Asst. Secretary to Govt. (GPM&AR)(Co-ordn)	B 4 <sup>th</sup> 405	23450557 9948397510	2573	--
35	Sri M.S.R.K. Prasad Asst. Secretary to Govt. (AR&T)	B 2 <sup>nd</sup> 210	23450548	2800	
36	Sri K. Harisubrahmanyam Asst. Secretary to Govt. (Claims)	B Gr. 110	23450547	2758	233190
37	Sri K. Srinivasan Asst. Secretary to Govt. (SR)	B 1 <sup>st</sup> 110		2484	08415223268
38	M.A.Fahim Saberi, Asst. Secretary to Govt. (Elec).	H(S)	23454438 9849905707	2477	23567296(P)
39	Smt H.Hymavathi, Asst. Secretary to Govt. (GPM&AR)	B 3 <sup>rd</sup> 304	9948397518	2930	24020610(P)
40	Viswanatha Rao, Asst. Secretary to Govt. (GPM&AR)	B 3 <sup>rd</sup> 316		2229	40184182
41	Smt P.Girija Asst. Secretary to Govt. (SPF, MC.I,II& III)	B 3 <sup>rd</sup> 316	9010204283	2229	958413233408
42	Sri D.Prabhakar Rao Asst. Secretary to Govt. (GPM & AR)	B 3 <sup>rd</sup> 314	9948397508	2923	--



-: 29 :-

43	Smt N.Rama Devi Asst. Secretary to Govt. (GPM & AR)	B 3 <sup>rd</sup> 315		2897	--
44	L.Vinayaka Rao, Asst. Secretary to Govt. (GPM & AR)	B 3 <sup>rd</sup> 304	9948397510	2931	27961986
45	P.Simhachalam Asst. Secretary to Govt. (GPM & AR)	B 3 <sup>rd</sup> 304	--	2885	--
46	G.Yadaiah Asst.Secretary to Govt. (OL)	B 2 <sup>nd</sup> 209	9948334035	2561	24243440
47	Smt C.Parvathi Asst.Secretary to Govt. (OL)	B 2 <sup>nd</sup> 209		2758	
48	Sri M.Ramesh Reddy, Inspecting Officer (OL)	B 2 <sup>nd</sup> 209	--	2561	--
49	Smt. S.Sulochana, Inspecting Officer (OL)	B 2 <sup>nd</sup>	--	2561	--
50	SK Anwar Basha, Chief Security Officer	C Gr. 105	23450577 (Cell) 9848386701	2834 2520	24241168
51	M.Sathyanarayana PS to C.S	C 3 <sup>rd</sup>	23452620 9866776759	2471 2562	23415311(p)
52	V.Krishna Murthy P.S. to C.S	C 3 <sup>rd</sup>	23452620 9948989860	2471 2562	--
53	M.Krishna P.S. to C.S	C 3 <sup>rd</sup>	23452620 9948989864	2471 2562	--



**COMMISSIONERATE OF INQUIRIES**

Sl. No	Name and Designation	Block Floor Room No.	Telephone Numbers		
			Office / Fax / Cell	EPABX	Residence
	<u>S/Sri/Smt.</u>				
1.	Smt. Chandana Khan, IAS., Commissioner of Inquiries	H(N)	23456452	2828	23608883
2.	Dr.Prasanta Mahapatra, IAS., Commissioner of Inquiries	H(N)	23450083	2884	23601115
3.	Janak Raj, IPS (Retd) Commissioner of Inquiries,	H(N)	23452694	2683	23301616 (P)
4.	Vacant Commissioner of Inquiries	H(N)	23453748	2819	--
5.	Vacant Commissioner of Inquiries	H(N)	23451153	2871	--
6..	Vacamt Commissioner of Inquiries	H(N)	23453221	2910	--
7.	G. Nagaraju Registrar, COI (I/C)	H(N)	-	2849	--
8.	COI - Registry	H(N)	-	2802	--
9.	COI – CK	H(N)	-	2694	--
10	COI-PM	H(N)	-	2665	--



1LIST OF EPABX / DIRECT LINE TELEPHONE NUMBERS WORKING IN  
GENERAL ADMINISTRATION DEPARTMENT

Sl. No.	Name and Designation	Block Floor Room No.	Telephone Numbers	
			EPABX 23450111	BSNL Telephone
(1)	(2)	(3)	(4)	(5)

**RECEPTION**

- |    |                    |         |             |  |
|----|--------------------|---------|-------------|--|
| 1. | Reception Hall     | In Gate | 2900 / 2901 |  |
| 2. | Chief Receptionist |         | 2888        |  |

**B-BLOCK**

- |     |                               |                   |      |          |
|-----|-------------------------------|-------------------|------|----------|
| 3.  | G.A.(Stores) Dept.            | Behind A Block    | 2453 |          |
| 4.  | G.A. (Tappal) Dept.,          | B-Gr.             | 2308 |          |
| 5.  | G.A. (Claims.A) Dept.,        | B-Gr.             | 2286 | 23450485 |
| 6.  | G.A. (Claims.B,E) Dept.,      | B-Gr.             | 2816 |          |
| 7.  | G.A. (Claims-C, D Dept.       | B-1 <sup>st</sup> | 2413 |          |
| 8.  | G.A. (I/C & Spl.C) Dept..     | B-Gr.             | 2602 |          |
| 9.  | G.A. (General) Dept.,         | B-Gr.             | 2535 |          |
| 10. | G.A. (IOC) Dept.,             | B-Gr.             | 2589 |          |
| 11. | G.A.D. (Drivers Room)         | B-Gr.             | 2542 | 23450603 |
| 12. | G.A.D. (Roneo Operators Room) | B-2 <sup>nd</sup> | 2806 |          |
| 13. | G.A. (SPF.) Dept.,            | B-4 <sup>th</sup> | 2587 |          |
| 14. | G.A. (SU.I & II) Dept.,       | B-5 <sup>th</sup> | 2285 |          |
| 15. | G.A.(SU.III) Dept.            | B-6 <sup>th</sup> | 2929 |          |
| 16. | G.A. (SU.IV & V) Dept.,       | B-5 <sup>th</sup> | 2608 |          |
| 17. | G.A. (Ser. Wel.I & II) Dept., | B-6 <sup>th</sup> | 2218 |          |
| 18. | G.A.(PAGB) Dept.              | B-3 <sup>rd</sup> | 2691 |          |
| 19. | G.A.(Accom.A, B, & C) Dept.   | B-2 <sup>nd</sup> | 2462 |          |
| 20. | G.A. (AR&T.IV) Dept.          | B-3 <sup>rd</sup> | 2530 |          |
| 21. | G.A.(Ser.A) Dept.,            | B-6 <sup>th</sup> | 2664 |          |
| 22. | G.A.(Ser.B) Dept.,            | B-6 <sup>th</sup> | 2847 |          |
| 23. | G.A.(Ser.C) Dept.,            | B-6 <sup>th</sup> | 2501 |          |
| 24. | G.A.(Ser.D) Dept.,            | B-6 <sup>th</sup> | 2932 |          |
| 25. | G.A.(Ser.E) Dept.             | B-6 <sup>th</sup> | 2933 |          |
| 26. | G.A.(Ser.F) Dept.             | B-6 <sup>th</sup> | 2853 |          |
| 27. | G.A.(Ser.G) Dept.             | B-6 <sup>th</sup> | 2877 |          |
| 28. | G.A.(SR) Dept.,               | B-6 <sup>th</sup> | 2826 |          |
| 29. | G.A.(DPC-I / DPC-II) Dept.,   | B-6 <sup>th</sup> | 2351 |          |
| 30. | G.A.(IFS) Dept.,              | B-5 <sup>th</sup> | 2455 |          |
| 31. | G.A. (I&PR – I & II) Dept.    | B-2 <sup>nd</sup> | 2788 | 23450562 |
| 32. | G.A.M.C.(I,II,III) Dept.      | B-2 <sup>nd</sup> | 2375 |          |

**C – BLOCK**

- |     |                                  |                   |      |                                |
|-----|----------------------------------|-------------------|------|--------------------------------|
| 33. | G.A. (OP.I) Dept.,               | C-2 <sup>nd</sup> | 2577 | 23450596                       |
| 34. | G.A. (OP.II & V) Dept.,          | C-2 <sup>nd</sup> | 2544 | 23450586                       |
|     |                                  |                   |      | 23450024                       |
|     |                                  |                   |      | (General Phone during holidays |
|     |                                  |                   |      | 23450081                       |
| 35. | G.A. (OP.III) Dept.              | C-2 <sup>nd</sup> | 2352 |                                |
| 36. | G.A. (OP.IV) Dept.               | C-2 <sup>nd</sup> | 2626 |                                |
| 37. | G.A.(OP.VI) Dept.                | C-2 <sup>nd</sup> | 2592 | 23450081                       |
| 38. | G.A. (A.R & T.I) Dept.           | C-2 <sup>nd</sup> | 2794 | 23450474                       |
| 39. | G.A. (A.R & T.II & OP.VII) Dept. | C-2 <sup>nd</sup> | 2307 |                                |
| 40. | G.A. (NRI) Dept.                 | C-2 <sup>nd</sup> | 2882 | 23450597                       |
| 41. | G.A. (Poll.A) Dept.              | C-2 <sup>nd</sup> | 2379 | 23452306                       |
| 42. | G.A. (Poll.B & D) Dept.          | C-2 <sup>nd</sup> | 2763 | 23450631                       |
| 43. | G.A. (Poll.C) Dept.              | C-2 <sup>nd</sup> | 2618 |                                |
| 44. | G.A.(GH.I) Dept.                 | C-2 <sup>nd</sup> | 2217 |                                |
| 45. | G.A. (GH.II) Dept.               | C-2 <sup>nd</sup> | 2672 | 23450543                       |
| 46. | G.A. (L&O. I) Dept.              | C-2 <sup>nd</sup> | 2248 | 23450570                       |
| 47. | G.A. (L&O.II) Dept.              | C-2 <sup>nd</sup> | 2226 |                                |
| 48. | G.A. (Spl.A) Dept.,              | C-Gr.             | 2219 |                                |
| 49. | G.A. (Spl.B) Dept.,              | C-Gr.             | 2412 |                                |



50.	G.A. (Cabinet) Dept.,	C-Gr.	2461	
51.	G.A. (SC.A) Dept.,	C-2 <sup>nd</sup>	2248	
52.	G.A. (SC.B) Dept.,	C-Gr.	2479	
53.	G.A. (SC.C) Dept.,	C-Gr.	2213	
54.	G.A. (SC.D) Dept.,	C-Gr.	2721	
55.	G.A. (SC.E) Dept.,	C-Gr.	2841	
56.	G.A. (SC.F) Dept.,	C-Gr.	2314	
57.	G.A. (SC.X) Dept.,	C-Gr.	2525	
58.	Reception at C-Block	C-Gr.	2283	
59..	Chief Security Officer	C-Gr.	2520 / 2834	23450577
60.	Cabinet Hall	C-3 <sup>rd</sup>	2615	23452757
61.	G.A.(HRC) Dept.	C-2nd	2785	

**D & G – BLOCKS**

62.	G.A(Publicity Cell).	D-Gr.	2482	23451984
63.	Press Room, G.A. (I&PR) Dept.	D-Gr.	2628	23450036
64.	Sectt. Emp. Co-op. Society	G-Gr.	2614	23450793
65.	Sectt. T.N.G.O's Association	G-Gr.	2483	
66.	Sectt. S.Os Association	--		
67..	Class-IV Emp. Association	G-Gr.	2403	
68..	Lift Operators Association	G-Gr.	2394	
69..	Dy.E.E.(R&B)	D-Gr.	2898	
70.	Dy.E.E.(R&B)	D-Gr	2202	23452791

**H & K – BLOCK**

71.	(CRB) (Central Records Branch)	H(N)	2611	
72.	G.A. (OL.I, II & III) Dept.,	H(S) Gr	2512	
73	CSL Central Secretariat Library	H-(S)	2309	
74	A.P.T.S.	H-(N)	2201	23457232
75	G.A. (Elections.A) Dept.,	H-(S)	2723	
76	G.A. (Elections.B) Dept.,	H-(S)	2725	
77	G.A. (Elections.C) Dept.,	H-(S)	2414	
78	G.A. (Elections.D) Dept.,	H-(S)	2790	
79	G.A. (Elections.E) Dept.,	H-(S)	2724	
80	G.A. (Elections.F) Dept.,	H-(S)	2840	
81	G.A. (Elec. Computer Room)	H-(S)	2727	
82	G.A. (Ele.Stores) Dept	H-(S)	2492	
83	J.E.(Buildings)	H-(S)	2515	
84	NICNET	H(S)	2521 / 2528	23452908
85	Sectt. Emp. Association	H-N.	2345	
86	A.P. Sectt. Womens Emp. Wel. Association	H(N) Gr	2881	
87.	Kinder Garden School	Behind H-Block	2732	
88	A.P.Sect Mutually aided Co-Operative Housing Society	H-N(Gr)	2945	
89	Sectt. S.O.'s Association	--		
90	State Archives	K-Cellar	2434	
91	Dy.P.A.O., Sectt., Branch	K-2 <sup>nd</sup>	2210	23454806
92	Asst. P.A.O., Sectt. Branch	K-2 <sup>nd</sup>	2846	
93	P.A.D.-35,O/o of Dy.P.A.O. Sectt. Branch	K-2 <sup>nd</sup>	2808	
94	Sisuvihar	K-1st	2848	
95	J.T.O., Telephones	K-1 <sup>st</sup>	2660	23450021 21128950(worker) 23450422
96	Govt. Civil Dispensary	K-Gr.	2444	
97	Unani Dispensary	K-1 <sup>st</sup>	2622	
98	Ayurvedic Dispensary	K-1 <sup>st</sup>	2599	
99	Sectt. Emp. Cultural Association	K-1 <sup>st</sup>	2653	
100	Records Assts. Association	K-2 <sup>nd</sup>	2338	
<b>J-BLOCK</b>				
101.	G.A.(SB. – I & II) Dept.	J-Gr	2467	23453497
102.	EPABX Exchange Complaints on TATA Telephone	J-Gr	2396	
103	RAX	J-Gr.	2756	



-: 33 :-

OTHERS				
103	C.M's Information Systems Gr.	A-2 <sup>nd</sup>	2203 (ISG)	23452866
104	Translation Cell	L-2 <sup>nd</sup>	2621	23450524
105	Twin Cities A.P. Govt. Driver Central Association	Garage	2591	
106	Guards Room	Garage	2369	23451738
107	Homeopathic Dispensary	Garage	2558	
108	Fire Station	Garage	2359	23450097
109	Sanitary Supervisor	Garage	2759	
110	Sectt. Emp. Coop. Canteen	Near Post Office	2760	
111	Dy.E.E (Electrical)	Behind A-Block	2545	23451017



**STATEMENT SHOWING THE DETAILS OF MONTHLY REMUNERATION RECEIVED  
BY THE OFFICERS/STAFF IN THE DEPARTMENT**

Section 4 (1)(b)(x)

S.No.	Name	Designation	Remuneration
1	Sri P. Ramakanth Reddy., I.A.S.,	CHIEF SECY.TO GOVT.	1,16,800
2	Smt CHANDANAKHAN, IAS.,	C.O.I	106960
3	Sri J.Ramanand , I.A.S.,	PRL. SECY TO GOVT	84982
4	DR. Subbrendu Bhattacharyal.A.S.,	COI	65,018
5	Sri J.P.MURTHY, I.A.S.,	PRL. SECY. TO GOVT.	1,16,800
6	PRABHAKAR D. THOMAS, I.A.S.,	PRL. SECY. TO GOVT.	1,09,913
7	DR. PRASANTH MAHA PATRA, I.A.S.,	COI	1,09,963
8	Sri R.M.Gonela, I.A.S.,	PRL. SECY. TO GOVT.	99.784
9	Sri S.Balasubramanyam, I.A.S.,	SECY. TO GOVT.	64,716
10	Sri N.V.RAMANA REDDY, IRPS	ADDL. SECY TO GOVT.,	80,398
11	Sri K. PRABAKARA REDDY, I.A.S.,	SPL. SECY TO C.M	84,698
12	Dr P.Subrahmanyam , I.A.S.,	SPL. SECY TO C.M	82,188
13	Sri Jannat Hussain, I.A.S.,	PRL. SECY TO C.M	87,395
14	Sri M.Pratap, I.A.S.,	ADDL. SECY TO C.M	62,233
15	Sri M.V.G.K.Bhanu, IAS	SPL. SECY TO C.M	74,634
16	Dr. I.V.Subba Rao, I.A.S.,	CEO &EO PRL. SECY TO GOVT.,	84,982
17	SRI T.DAKSHINA MURTHY	ADDL. SECRETARY & ADDL.C.E.O.(ELECTIONS)	50,106
18	SRI W. GANESHAN	ADDL. SECRETARY (AIS)	50,205
19	SRI T.SIVANAGESWARA RAO	DEPUTY SECRETARY (GENL.)	39,924
20	SRI D.RAMA KRISHNA	JOINT SECY.(GPM&AR)	40,592
21	Sri N.Sreenivasa Murthy	Joint Secretary	44,518
22	SRI V.SAMUEL	JOINT SECRETARY.(L&O)	46,632
23	V.ARUN GOPAL	DEPUTY SECY. (OL)	37,169
24	SRI P.GURAVIAIAH	DEPUTY SECRETARY (GPM&AR)	28,720
25	SMT.C.PARVEEN BAIG	DEPUTY SECY.(SU)	43,287
26	SRI P.V.RAMANA MURTHY	DY.SECY.TO GOVT.(SER.)	38,270
27	SMT. M.KANAKADURGA	DY.SECY.TO GOVT.(AIS)	44,458
28	SRI P.ADINARAYANA	ASST.SECY.(GENL.)	27,145
29	SRI M.V.RAMA RAJU	ASST.SECY.TO GOVT.(ESTT.)	31,126
30	SRI K. S. RAGHAVENDRA RAO	ASST.SECRETARY (POLL.-II)	39,284



31	SRI S.PARTHASARATHI	ASST.SECRETARY (AIS-I)	38,300
32	SMT. J.SRILAKSHMI	ASST.SECRETARY(AIS-II)	37,488
33	SMT. P.SUVARNA RANI	ASST.SECRETARY(AIS-III)	23,509
34	SRI K.JAGAN MOHAN	ASST.SECRETARY (SU.I)	38,547
35	SRI VISWANATHA RAO	ASST.SECRETARY (GPM&AR)	34,208
36	SRI P. SIMHACHALAM	ASST..SECRETARY (GPM&AR)	36,189
37	SRI D.PRABHAKAR RAO	ASST.SECRETARY (GPM &AR	35,450
38	SRI L.VINAYAKA RAO	ASST.SECRETARY(GPM&AR)	39,284
39	SMT. J. KUSUMA KUMARI	A.S.(GPM&AR)	23,256
40	SMT. N.RAMA DEVI	ASST. SECRETARY (GPM&AR)	36,189
41	SRI G.NAGARJU	REGISTRAR(ASST. SECY)(COI)	24,129
42	DR.C.BHAVANI DEVI	ASST.SECRETARY (SER.I)	38,270
43	SRI B.NAGARAJA	ASST.SECRETARY (SER-II)	38,300
44	SRI S.ANJANEYULU	ASST.SECRETARY(ACCOM.)	36,139
45	SRI M.A. FAHEEM SABERI	ASST.SECRETARY (ELEC)	37,169
46	SRI K.HARI SUBRAHMANYAM	ASST.SECRETARY(CLAIMS&I&PR)	30,401
47	SRI K.SRINIVASAN	ASST. SECRETARY (SR)	35,158
48	SRI MAHABOOB SAHEB	ASST. SECRETARY (L&O)	35,355
49	SRI M.S.R.K.PRASAD	ASST.SECY.TO GOVT.(AR&T)	41,201
50	SMT. P.GIRIJA	ASST.SECY.TO GOVT.(SPF)	36,139
51	SRI G. YADIAH	ASST.SECRETARY(OL)	38,250
52	SMT. C.PARVATHI	A.S & INSPECTING OFFICER(OL)	38,285
53	SRI V.RAJESWARA RAO	ASST.SECRETARY (SU.II)	34,128
54	SRI M.RAMESH REDDY	INSPECTING OFFICER (OL)	28,456



SECTION OFFICERS (SC WING)

S.Badrinath Rao	Section Officer (SC)	30,267
E.Murali Krishna Mohan	Section Officer (SC)	20,153
A.S. Ramachandra Murthy	Section Officer (SC)	25,527
M.Lalithambica	Section Officer (SC)	28,134
K.Ramesh Kumar	Section Officer (SC)	33,862
B.A.V.P Kumar Reddy	Section Officer (SC)	17,204
G.Narsaiah	Section Officer (SC)	26,957
G.V.Suryanarayana	Section Officer (SC)	31,956
G.Sankar Prasad	Section Officer (SC)	33,957
K.Narasamamba	Section Officer (SC)	35,908
N.Suguna	Section Officer (SC)	31,176



SALARY PARTICULARS OF MINISTERS ESTABLISHMENT

Sl.No.	Name of the Employees and Designation	GROSS AMOUNT
1	M.Narasinga Rao, P.S.	28099.00
2	V.Nageswara Rao, P.S.	28329.00
3	T.Bhaskara Sarma, Addl.P.S	19678.00
4	P.S.N.Swamy, Addl.P.S.	29425.00
5	V.Narasimhacharyulu, P.S.	22960.00
6	V.Krishna Rao, P.S.	35533.00
7	A.Venkateswara Rao, P.S.	28579.00
8	G.Siva Krishna, Addl.P.S.	19626.00
9	Syed.Shali Peeran, P.S.	21522.00
10	P.R.Kiran Kumar Reddy, P.S.	30268.00
11	B.S.V.S.S.Rao, Addl.P.S.	22087.00
12	D.Rajeswar Reddy, Addl.P.S.	22668.00
13	Phani Kumar, P.A.	17964.00
14	K.Leela Rani, P.A	15554.00
15	N.Srinivas, P.A.	14111.00
16	Y.Rambabu, P.A.	15835.00
17	S.Ramana Murthy, P.A.	15599.00
18	K.V.Krishna Rao, A.S.O	25041.00
19	M.V.Sriramamurthy, P.A.	26176.00
20	M.Kama Raju, P.A.	18515.00
21	K.Trinadh, P.A.	22092.00
22	M.Amarender Reddy, P.A.	9761.00
23	C.A.Srikanth, P.A.	14221.00
24	D,V,S,N,Murthy, P.A	16200.00
25	S.Raghunandan, P.A.	28034.00
26	M.Gopal, T.O.	26221.00
27	C.Usha Rani, T.O.	20145.00
28	P.Bhumeswar, T.O.	16891.00
29	P.Venkatraju Goud, Div.PRO	19320.00
30	M.Harishankara Rao, AEIE	30595.00
31	N.J.S.S.S.Prakasa Rao, P.A.	18015.00
32	D.J.Narasimha Rao, P.A.	13772.00
33	B.Padma, T.O.	16411.00
34	CH.Bangaru Raju, A.S.O.,	15306.00
35	B.Prakash, P.A.	10405.00
36	N.Venkateswarlu, P.A.	23242.00
37	K.Vivekananda Swamy, P.A.	13464.00
38	P.Srimannarayana, P.A.	18842.00
39	P.Rajeswara Rao, P.A.	17754.00
40	B.Appa Rao, P.A.	18872.00
41	M.Venkateswarlu, P.A.	19060.00
42	P.Raja Sekhar, P.A.	14874.00
43	Pattanna Chowdary, P.A.	16803.00



44	D.Chandra Keerthi, P.A.	14355.00
45	G.V.Rameswar, P.A.	12983.00
46	K.Kaladhar, P.A.	17509.00
47	P.Uday Kumar, P.A.	9517.00
48	Mohd.Ahmed, Driver	10813.00
49	P.Vinod Kumar, Driver	12340.00
50	M.Surender, Driver	15410.00
51	P.Gopala Krishna, Driver	9474.00
52	E.Nagaraju, Driver	16993.00
53	P.Shankar, P.A.	14701.00
54	K.Satyanarayana, P.A.	17975.00
55	D.Bhaskar Rao, P.A.	17023.00
56	S.Samuel Paul, P.A.	16268.00
57	CH.Sudhakar Reddy, P.A.	15550.00
58	P.Krishna, P.A.	12083.00
59	P.Nallanayya, P.A.	16311.00
60	J.Murali Krishna, P.A.	14365.00
61	M.Sri Hari, P.A.	32382.00
62	T.Ravinder Rao, P.A.	26335.00
63	P.Soban Babu, P.A.	25256.00
64	A.S.Chakravarthy, P.A.	14267.00
65	M.S.S.Soma Raju, Addl.P.S.	24554.00
66	R.Subba Raju, Addl.P.S.	23739.00
67	Ch.Paul Jayanandam, Addl.P.S.	22677.00
68	K.Rajasekhar Reddy, Addl.P.S	18160.00
69	D.Jayaraj Kennedy, P.S.	27212.00
70	CH.Raninder, P.A.	21503.00
71	M.Rama Krishna Rao, P.A.	16341.00
72	A.Bannaiah, P.A.	22652.00
73	K.Gal Reddy, P.A.	29685.00
74	G.Praveen Kumar, P.A.	13620.00
75	K.V.Prasad, P.A.	21513.00
76	S.Ifthequar Hussain, P.A.	19799.00
77	K.Yella Reddy, P.A.	40897.00
78	N.Srinivasa Rao, P.A.	20085.00
79	G.Raghunatha Reddy, P.A.	14701.00
80	G.Padma Reddy, P.A.	18134.00
81	K.Kamalakar Rao, P.A.	29016.00
82	J.Shankaraiah, P.A.	20454.00
83	R.V.Subbarayan, P.A.	12554.00
84	M.Phani Bushana Rao, P.A.	45983.00
85	E.Shanmukha Rao, P.A.	24303.00
86	K.Venkateswarlu, P.A.	18391.00



87	P.Chandrasekhar Reddy, P.A.	25783.00
88	I.S.Narender Babu, P.A.	19799.00
89	B.V.Subba Reddy, Addl.P.S.	26506.00
90	G.Sreenivasa Rao, P.S.	31476.00
91	V.Harinath, Addl.P.S.	22701.00
92	S.Krishna Murthy, P.S.	33396.00
93	S.Srinivas Reddy, P.S.	26416.00
94	K.Suresh, Addl.P.S.	19595.00
95	R.Srinivasa Rao, Addl.P.S.	20593.00
96	M.Narayana Reddy, P.S	32657.00
97	K.Narender Goud, A.S.O	17610.00
98	G.Kurangeswara rao, P.A.	25647.00
99	S.Kumar Varma, P.A.	16376.00
100	K.Ramachandra Rao, P.A.	10617.00
101	B.Ramulu, Driver	22309.00
102	A.Venkatesham, Driver	16944.00
103	Mohd.Ibrahim, Driver	26665.00
104	Mohd.Majeeduddin, Driver	18028.00
105	N.Radha Krishna, P.A.	12901.00
106	K.V.S.S.R.K.Kondala Rao, P.A.	18105.00
107	Mohd.Mahaboob, Addl Driver	18574.00
108	K.Narasinga Rao, Driver	10793.00
109	N.Srinivasa Rao, P.S..	46509.00
110	N.V.V.Gopala Rao, Addl.P.S.	33348.00
111	P.Ravi Srinivas, P.A.	12862.00
112	D.Mallesh, Addl.Driver	18802.00
113	N.Veema Reddy, Driver	13090.00
114	S.K.Jameer Desai, Addl.Driver	10631.00
115	G.S.N.Reddy, Addl.Driver	12209.00
116	M.Uday Kumar, P.A.	15251.00
117	Mohd.Yousuf Baig, Addl.Driver	13214.00
118	M.Naveen Kumar, P.A.	8755.00



STATEMENT SHOWING THE DETAILS OF MONTHLY REMUNERATION RECEIVED BY THE MINISTERS ESTABLISHMENT, SECTION OFFICERS, ASST.SECTION OFFICERS AND LAST GRADE SERVICE EMPLOYEES			
S.NO	NAME OF THE INDIVIDUAL	DISIGNATION	MONTHLY REMUNARATION
1	K.V.V.N.S.SRINIVASA RAO	PS TO SECRETARY	28,284
2	B.RASHEED	PS TO MINISTER	40,628
3	B.SRINIVASA REDDY	PS TO MINISTER	25,045
4	CH.SATYANARAYANA REDDY	PS TO MINISTER	22,678
5	DR.G.SUBBA RAO	PS TO MINISTER	38,730
6	E.CHANDRASEKHARA REDDY	PS TO MINISTER	39,854
7	P.SATYANARAYANA REDDY	PS TO MINISTER	38,630
8	V.KASI VISWANATH	PS TO MINISTER	38,938
9	M.V.KRISHNA REDDY	PS TO MINISTER	43,134
10	P.KARUNAKAR	PS TO MINISTER	41,678
11	R.M.M.RADHA KRISHNA	PS TO MINISTER	34,087
12	V.MALLA REDDY	PS TO MINISTER	37,569
13	V.SURYANARAYANA MURTHY	PS TO MINISTER	28,896
14	P.MOHAN KRISHNAIAH	PS TO PRL.SECY.TO C.M	35,478
15	S.RAMALINGESWARA SARMA	ASST SECY TO C.M	38,942
16	M.K.REHMAN	CHAIRMAN PRESS ACADEMY	42,595
17	A.CHANDRASEKHAR REDDY	PRESS SECRETARY	46,687
18	K.V.N.MURTHY	PS TO M(REV)	31,768
19	ABDUL RAJA HUSSAIN	OSD TO M (WD)	47,102
20	SHEIKABDUL AZIZ	ADDL PS TO M(ENERGY)	38,226
21	S.ARUN KUMAR PANDU	PS TO M(RURAL WATER)	27,435
22	M.KRISHNA	PS TO CHIEF SECY	36,844
23	V.KRISHNA MURTHY	PS TO CHIEF SECY	37,934
24	A.S.RUKMANGADA RAO	PS TO SECY	31,036
25	G.MARUTI KUMARI	PS TO SECY	37,644
26	G.SHAILAJA	PS TO SECY	32,617
27	G.SIVALINGA PRASAD	PS TO SECY	34,648
28	G.VEERA LAKSHMI	PS TO SECY	34,751
29	K.NARISE RAO	PS TO SECY	27,363
30	RENUKA DEVI. P	PS TO SECY	37,039
31	V.SRINIVASA PRASAD	PS TO SECY	34,603



32	N.SUDHAKAR RAO	PS TO SECY	25,287
33	SURYA BHASKAR.B	PS TO SECY	28,164
34	BHASKARA RAO. K	SPL CATEGORY STENO	17,439
35	SRINIVAS.N	SPL CATEGORY STENO	17,464
36	SUDHAKAR RAO.L	SPL CATEGORY STECO	18,905
37	TOLETI PADMAVATI	ASST LIBRARIAN (GAD)	12,165
38	BHARATHI.M	SR STENOGRAPHER	28,781
39	CH.YERAN YADAV	SR STENOGRAPHER	15,279
40	HANMANTH RAO	SR STENOGRAPHER	19,375
41	J.MANI	SR STENOGRAPHER	13,333
42	KRISHNA KISHORE.P	SR STENOGRAPHER	18,365
43	KRISHNA SASTRY.V.V	SR STENOGRAPHER	27,852
44	LAKSHMI SAVITRI.K	SR STENOGRAPHER	19,416
45	M.CHANDRAKALA	SR STENOGRAPHER	13,333
46	NAGA VEERA RAGHAVA	SR STENOGRAPHER	15,544
47	PREMCHAND.G	SR STENOGRAPHER	21,288
48	RATNAKUMARI.K.R.V.V	SR STENOGRAPHER	14,814
49	SURYA KUMAR..M	SR STENOGRAPHER	17,299
	APPA RAO.S	SECTION OFFICER	20,628
	ATCHUTAMBA.K	SECTION OFFICER	32,292
	BALAMUNI SEKHAR.P	SECTION OFFICER	17,374
	BASAVA KUMARI.U	SECTION OFFICER	29,620
	BHARATH KUMAR REDDY.C	SECTION OFFICER	23,784
	CHALAPATHI RAM.M.V.	SECTION OFFICER	29,650
	DHANUNJAYA RAO.CH	SECTION OFFICER	29,650
	DWARAKANATH.P.V	SECTION OFFICER	22,633
	GANGA RAJU.T.R.B.G	SECTION OFFICER	26,342
	GOPAL RAO.T	SECTION OFFICER	22,307
	GOVARDHAN RAO.K.V	SECTION OFFICER	29,840
	INDIRA DEVI.B	SECTION OFFICER	35,033
	JANAKAMMA	SECTION OFFICER	24,992
	JAYANTHI.I	SECTION OFFICER	32,292
	JAYARAM.G	SECTION OFFICER	20,374
	JHANSI.U	SECTION OFFICER	25,667
	KAMESWARI.K	SECTION OFFICER	32,327



KRISHNAVENI.K.S	SECTION OFFICER	34,388
LAXMIBAI.SARALA	SECTION OFFICER	18,395
MALLIKARJUNARAO.BH	SECTION OFFICER	30,541
NAGARAJU.K	SECTION OFFICER	26,372
NAGESWARA RAO.T	SECTION OFFICER	17,204
NARASIMHA RAO.Y.L	SECTION OFFICER	31,401
NARENDER RAO.M	SECTION OFFICER	10,550
NARSAIAH.R	SECTION OFFICER	24,374
NIRMALA	SECTION OFFICER	30,511
PADMA SUNDARI.T	SECTION OFFICER	21,083
PADMAVATHI.M.V	SECTION OFFICER	29,635
PRAHLAD.S	SECTION OFFICER	26,342
PRASAD.M.T.R	SECTION OFFICER	24,374
PRATAP REDDY.Y.V.R	SECTION OFFICER	24,374
RADHAKRISHNA.S	SECTION OFFICER	32,312
RADHA.O.G	SECTION OFFICER	24,374
RAJA REDDY.N	SECTION OFFICER	19,151
RAHAPUSHPA.G	SECTION OFFICER	24,374
RAM MOHAN RAO.M	SECTION OFFICER	24,404
RAMAKRISHNA.D	SECTION OFFICER	24,449
RAMA SWAMY.G	SECTION OFFICER	23,193
RAMANATHA RAO.S	SECTION OFFICER	26,694
RATNA KUMARI.P	SECTION OFFICER	31,431
RATNAMANIKYAM.D	SECTION OFFICER	31,401
SAHUL SAHEB.K	SECTION OFFICER	20,374
SANGAMESWARA RAO.A	SECTION OFFICER	26,516
SANTHOSHKUMAR.Y	SECTION OFFICER	24,404
SASTRI.MVDA	SECTION OFFICER	31,416
SATYASUNDARI.T	SECTION OFFICER	34,576
SEETHARAMA SHARMA.S.V.S	SECTION OFFICER	32,307
SEKHAR V.G	SECTION OFFICER	34,403
SHANMIGAM.M	SECTION OFFICER	32,307
SHIVASANKAR.M	SECTION OFFICER	30,511
SRILAKSHMI.KAKARLA	SECTION OFFICER	20,449
SUBBAMMA.L.L.V	SECTION OFFICER	23,193



	SULTANA BEGUM	SECTION OFFICER	34,353
	SURYARAMAN.C	SECTION OFFICER	23,859
	SWAYAMPBABHA.R.V	SECTION OFFICER	23,814
	VANAJA.D	SECTION OFFICER	17,234
	VENKATA RAMANA.V	SECTION OFFICER	25,667
	VIJAYALAKSHMI.B	SECTION OFFICER	17,204
	VISALAKSHI.E	SECTION OFFICER	32,337
	ANJIBABU.I	SECTION OFFICER	24,404
	BALAIH.C	SECTION OFFICER	24,374
	NARENDER KUMAR.V	SECTION OFFICER	23,784
	RANGA CHARYULU.P	SECTION OFFICER	32,582
	VENKATESWARA RAO.CH	SECTION OFFICER	23.193
	KRUSHNA RAO	SUPERVISOR (GAD ELEC)	233,509
	ABDUL RAHIM.S	ASO	21,388
	ADUSUMILLI ANKINEEDU	ASO	17,564
	ANJANEYULU.S	ASO	20,804
	ARUNKUMARI.N	ASO	19,791
	BHASKAR KUMAR.I.V	ASO	14,289
	HEMALATHA.K	ASO	14,299
	KALYANI.A	ASO	22,517
	M.MURALIDHAR	ASO	16,588
	MALLIKARJUNA RAO.A	ASO	22,517
	MOHD.YOUSUF	ASO	16,588
	MURALIKRISHNA RAO.P	ASO	23,262
	MURTHY.D.S.N	ASO	17,424
	NIRMALA.D	ASO	18,094
	PADMA.G	ASO	14,299
	PRASADRAO.B.G.S	ASO	16,818
	PRAMEELA.M	ASO	16,593
	PURNACHANDRA RAO.K	ASO	16,192
	RADHAKUMARI.B	ASO	14,299
	RADHAKRISHNA.S	ASO	13,951
	RAMACHANDRA RAO.B	ASO	23,033
	RAMACHANDRA RAJU.BH	ASO	24,804



RAMACHANDRAMURTHY K.V.B	ASO	17,444
RAMAKOTESWARA RAO.N	ASO	17,041
RAMANA RAO.A	ASO	17,564
RAMESH KUMAR.A.V.N	ASO	20,804
RANGADHAMA CHOWDARI.M	ASO	18,940
RAVIKANTH.G	ASO	17,434
SAILARANI.N	ASO	19,701
SANJEEVA REDDY.S.N	ASO	23,623
SARVESWARI.A	ASO	21,328
SATYANARAYANA G.V.V	ASO	19,701
SAVITHRI.Y	ASO	16,593
SEETHARAMULU	ASO	22,482
SIVASANKAR.B	ASO	16,588
SRINIVASA SASTRY.J.V	ASO	15,790
SUBRAMANYAM.P	ASO	21,328
SUJATHA L.S.L	ASO	17,161
SURESH BABU.D.V	ASO	20,804
SURYAKUMARI.V	ASO	15,449
SWARJYA LAKSHMI.V	ASO	19,223
SYAM SUNDER.P	ASO	15,389
VEERABRAHMA CHARY.K	ASO	14,299
VEERANJANEYULU.P	ASO	18,805
VIJAYA PADMA.G	ASO	17,444
VINAYA SRINIVAS.C	ASO	16,763
VISALAKSHI.K.R.S	ASO	17,494
Y.VIJAYA KUMAR	ASO	17,444
VANDANA	SR STENOGRAPHER	15,375
ASHOK NEELA SINGH	ASSISTANT	17,600
BALRAJ.J	ASSISTANT	18,523
BHASKAR RAO. J	ASSISTANT	15,515
MALLESHAM.M	ASSISTANT	21,148
PRAKASH	ASSISTANT	18,996
REDDANNA.G	ASSISTANT	16,939
SYED AIJAZALI	ASSISTANT	13,736
SYED SHAMSUDDIN	ASSISTANT	18,100



A.MADHUSUDAN	TYPIST-CUM-ASSISTANT	10,829
C.GOVIND KUMAR	TYPIST-CUM-ASSISTANT	11,105
CH.RAMA LAKSHMI	TYPIST-CUM-ASSISTANT	11,939
G.MANJULA DEVI	TYPIST-CUM-ASSISTANT	10,401
K.VIGNESHWAR RAO	TYPIST-CUM-ASSISTANT	10,401
MD.KAREEMUDDIN	TYPIST-CUM-ASSISTANT	11,327
MOHD.ABDUL.ZAKEER	TYPIST-CUM-ASSISTANT	11,598
MOHD.KHAJA AHMEDUDDIN	TYPIST-CUM-ASSISTANT	13,542
SYED AHMED	TYPIST-CUM-ASSISTANT	10,581
THINAKARAN.M	TYPIST-CUM-ASSISTANT	21,229
ANAND BHARATHI.D	TYPIST/STENO-TYPIST	10,475
MADHAVA REDDY.S	TYPIST/STENO-TYPIST	19,430
NAGAMANI	TYPIST/STENO-TYPIST	12,380
SUGUNAKAR.B	TYPIST/STENO-TYPIST	12,350
LAVANYA.M	TELEPHONE OPERATOR	21,248
MADHAVAREDDY.N	TELEPHONE OPERATOR	25,207
VEENA BAI.M	TELEPHONE OPERATOR	23,609
G.RAMESH	ASST(TAPPAL)/DR&T	15,135
I.SATYANARAYANA	ASST(TAPPAL)/DR&T	15,135
J.PULLAIAH	ASST(TAPPAL)/DR&T	15,175
SUSARLA SUBRAMANYAM	ASST(TAPPAL)/DR&T	15,150
T.V.S.K.RANGACHARYULU	ASST(TAPPAL)/DR&T	15,150
S.RAMESH	GAZ.LIBRARIAN	23,764
R.PHANEENDRA RAO	PS TO SECY	21,243
K.GIRIJA KUMARI	SR STENOGRAPHER	19,799
ANANDAM.G	ASSISTANT	18,996
HEMA BHAVANI.P	TYPIST/STENO-TYPIST	16,273
T.NARASIMA	O.S.	16451.00
R.RAJAMANI	O.S.	13397.00
S.MOHAMMED BEGUM	O.S.	10924.00
U.NARASIGA RAO	O.S.	14476.00
ABHIMANYA YADAV	O.S.	16326.00
N.RAMULU	O.S.	18210.00



L.NARASINGA RAO	O.S.	15670.00
SHAIK MOHAMMED	O.S.	8894.00
T.ESAIAH	O.S.	14115.00
C.NARASINGA RAO	O.S.	12465.00
C.BALAI AH	O.S.	12555.00
S.YADAGIRI	O.S.	12184.00
P.LAXMAN	O.S.	14486.00
M.RAAMESH KUMAR	O.S.	10789.00
G.MALAKONDAIAH	JAMDEAR	12838.00
M.PRADEEP	JAMDEAR	11074.00
GS.PRABHUDAS	O.S.	13295.00
M.NARASIMHA	JAMEDAR	17750.00
M.BHIKSHAPATHI	O.S.	15386.00
CH.NARASIMHA	O.S.	16048.00
MOHD.MAHABOOB	JAMEDAR	15670.00
R.MANO HAR	O.S.	14481.00
C.VENGANNA	O.S.	14981.00
V.NARASINGA RAO	O.S.	15275.00
B.ANANDA KUMAR	R.A.	11607.00
R.JEEVAN PRASAD	O.S.	9550.00
K.SRINIVAS	X.O.	10044.00
M.KISHAN	O.S.	12503.00
MD.RAFEEQ	O.S.	12493.00
G.NAARENDER RAO	O.S.	14165.00
ABDUL RAZAK	O.S.	8414.00
SYED AZHAR	O.S.	14886.00
NAARASING	O.S.	15260.00
B.LAKSHMI NARAYANA	O.S.	10019.00
B.PRABHAKAR	O.S.	13103.00
B.SRINIVAS	O.S.	9560.00
M.RAMESH	O.S.	16441.00
N.MALLIKARJUN	O.S.	8974.00
K.SRIHARI	O.S.	13113.00
G.VENKATESWARLU	O.S.	8459.00
K.RAVINDER	O.S.	12465.00



M.LAXMAN	JAMEDAR	13460.00
U.ADIKESHAVULU	X.O.	9648.00
G.PRABHAKAR	R.O.	14961.00
K.P.VIJAY KUMAR	X.O.	14244.00
G.LAKSHMI NARASIAH	X.O.	13445.00
BADRIDUDDIN	O.S.	19120.00
NASAR KHAN	O.S.	16843.00
K.ASHOK KUMAR	X.O.	14315.00
A.ANJANEYULU	JAMEDAR	12984.00
L.RAMDAS	O.S.	13460.00
C.RAMDAS	O.S.	19130.00
M.KRISHNA MURTHY	O.S.	15280.00
P.ANJI REDDY	O.S.	13292.00
P.SWAMY	O.S.	12475.00
D.SUDARSHAN	O.S.	13103.00
S.YADAGIRI	JAMEDAR	13495.00
A.NARASIMHULU	O.S.	10272.00
ESWAR	JAMEDAR	18687.00
A.BALARAMULU	O.S.	10284.00
L.NAGESWARA RAO	JAMEDAR	14926.00
R.SATTAYYA	O.S.	12813.00
D.NARASINGA RAO	O.S.	13420.00
S.A.MAZEED	O.S.	7869.00
M.V.V.SATYANARAYANA	O.S.	12204.00
N.BALA KRISHNA	JAMEDAR	12199.00
A.SUBASH	O.S.	14125.00
N.V.KRISHNA RAO	O.S.	15645.00
B.RAVINDER	O.S.	8620.00
K.VENKATESH	O.S.	10019.00
P.SAMBASIVA RAO	O.S.	15280.00
K.CHANDRAIAH	O.S.	13420.00
S.A.KHADER	O.S.	13128.00
K.KRISHNA	O.S.	13435.00
M.D.MAQBOOL PASHA	O.S.	10779.00
A.PENCHALA RAMAIAH	O.S.	12174.00



L.VENKATESWARLU	O.S.	13420.00
N.NARASINGA RAO	O.S.	10019.00
L.SWAMY	JAMEDAR	14926.00
N.RAMESH	JAMEDAR	14150.00
B.,R.SRINIVASA RAO	O.S.	13435.00
D.NAGANNA	O.S.	9550.00
G.ABBAIAH	O.S.	16058.00
AHMED ALI	O.S.	13420.00
B.RAMU	O.S.	10819.00
G.S.PRABHAKARA MURTHY	O.S.	9859.00
B.LINGAM	O.S.	9550.00
OBANNA	O.S.	13450.00
M.SRINIVAS	JAMEDAR	10054.00
B.BHOOMAIAH	O.S.	15660.00
D.NAGESH	O.S.	12555.00
B.NARASIMHULU GOUD	O.S.	16088.00
SYED JAFAR HUSSAIN	O.S.	10525.00
P.HANUMANTHA RAO	JAMEDAR	15310.00
K.MALLIKARJUNA	O.S.	5895.00
P.CHINNA	JAMEDAR	14501.00
G.MAHESWARA RAO	JAMEDAR	18747.00
M.RAJAIAH	O.S.	13867.00
A.P.RAJAIAH	O.S.	14901.00
C.PARVATHALU	O.S.	16038.00
K.BALRAJU	O.S.	14130.00
G.ELISHA	O.S.	10019.00
K.MALLESAM	O.S.	10272.00
V.SRIDHAR	O.S.	11883.00
MOHD.OSMAN	O.S.	10819.00
S.DAYANAND	O.S.	10827.00
P.SHANKAR BABU	O.S.	12798.00
R.GNANESWAR RAO	O.S.	14115.00
G.NARASIMHA	O.S.	10019.00
R.RAJAMALLU	O.S.	10019.00
B. SHIVANANDA KUMAR	O.S.	9611.00



K. KRISHNA	O.S.	15527.00
K.V. CHALAM	O.S.	14581.00
P. NARASIMHA REDDY	O.S.	16119.00
P. KRISHNA	O.S.	10925.00
K. JAY RAJ	O.S.	11230.00
C. GOVINDU	O.S.	13589.00
CH. BHUPAL REDDY	O.S.	15739.00
S. NARAYANA	O.S.	14566.00
S. RAMESH	O.S.	14211.00
G. ADAVAIAH	O.S.	13547.00
K. GOPAL	O.S.	11255.00
G. NAGARAJU	O.S.	13567.00
T. ASHOK	O.S.	13957.00
T. JOGAL REDDY	O.S.	20758.00
D. SUDHAKAR	O.S.	14581.00
S. VENKAT RAJU	O.S.	9118.00
B. RAMESH	JAMEDAR	8390.00
D. SRINIVAS	O.S.	7985.00
P. MURALIKRISHNA	O.S.	14706.00
K. APPA RAO	O.S.	8172.00
P. PADMA RAO	O.S.	8660.00
E. KRISHNA	O.S.	7365.00
S. PRASADA RAO	O.S.	13262.00
P. SHANKARAPPA	O.S.	13256.00
E. NARAYANA	O.S.	10088.00
B. VENKAT RAMULU	O.S.	13369.00
K. MAHESHWAR RAO	O.S.	9258.00
A. RAVINDER	O.S.	16543.00
M. RAVINDER REDDY	O.S.	9139.00
M. NAGENDER RAO	JAMEDER	13586.00
P.V.S. SHARMA	JAMEDAR	15764.00
CH. VENKAT RAO	O.S.	7880.00
A.G. NAGESWARA RAO	O.S.	13562.00
C. VENKATESWARA RAO	O.S.	12297.00
M. VENKATESWARA RAO	O.S.	17121.00



SYED SALEEM	O.S.	15659.00
BADAVATH SAMBULU	O.S.	10920.00
S. VENKATESWARA RAO	O.S.	15721.00
K. RAMESH	O.S.	16154.00
E. RAMANAIDU	O.S.	14201.00
J. VEERANNA	O.S.	11255.00
S.K. CHAND BASHA	O.S.	17184.00
K.NARASIMA	O.S.	10742.00
L. RAMESH BABU	O.S.	11440.00
CH. SRINIVASULU	O.S.	13262.00
N. THOURYA NAIK	O.S.	11341.00
M. CHANDRA SEKHAR REDDY	O.S.	8605.00
I. SRINIVASA RAO	O.S.	10478.00
R. ANANTHAIAH	O.S.	18776.00
G.RAJESWARA RAO	O.S.	13952.00
B.BALA SWAMY	O.S.	13823.00
B.S.NANJUNDAPPA	O.S.	13272.00
J.VENKATRAMUDU	O.S.	13409.00
Y.SESHAM RAJU	O.S.	13361.00
TIRUPATHAIAH	O.S.	7898.00
C.N.SRIHARI	O.S.	8759.00
T.SUDARSHAN	O.S.	15284.00



Sl.No.	NAME OF THE EMPLOYEE	DESIGNATION	GROSS PAY
1	B.KRISHNA,	Lift Operator.	17183
2	K.JANARDHAN,	-DO-	16966
3	K.ANAND KUMAR,	-DO-	12240
4	T.LAXMAN RAO,	-DO-	16111
5	M.F.ALIBEIG,	-DO-	12240
6	M.SRINIVAS	-DO-	10010
7	MOHD.JAHANGIR,	-DO-	9046
8	MOHD. MOIN,	-DO-	12240
9	PREM BABU,	-DO-	19677
10	V.RAJU,	-DO-	16926
11	B.SADANAND	-DO-	16926
12	K.SALAI AH	-DO-	18241
13	ALEEM KHAN	Motor Cycle Messenger	12724
14	G.LAXMINARAYANA	-DO-	15268
15	S.A.KHADAR	-DO-	13096
16	R.OMPRAKASH	-DO-	24328
17	R.NAGENDRA KUMAR	Xerox Operator	13755
18	ABDUL NAYEEM	Record Assistant	13408
19	T.A.AUGUSTINE	-DO-	13092
20	B.DEVARAJ	-DO-	14092
21	R.DHARMAIAH	-DO-	20643
22	B.DURGA DAS	-DO-	16076
23	D.HARRY JOSEPH	-DO-	14824
24	B.JAYAPRAKASH	-DO-	9188
25	M.SATYANARAYANA	-DO-	11308
26	MD.JAFFER ALI	-DO-	17240
27	MOHD.HABEEBUDDIN	-DO-	11649
28	M.NARAYANA,	-DO-	14864
29	M.PADMAVATHI,	-DO-	15578
30	G.RAVI KUMAR,	-DO-	9699
31	N.SATYANARAYANA,	-DO-	20262
32	M.RAVINDRA CHARY,	-DO-	16086
33	A.SATYANARAYANA RAO,	-DO-	16493
34	MD.SHABBIRUDDIN,	-DO-	15202
35	SHAIK AZEEZULLA,	-DO-	9657
36	R.SESHU BABU,	-DO-	14092
37	SHYAM LAL,	-DO-	14477
38	B.SRINIVAS,	-DO-	13755
39	P.SRINIVAS (JR)	-DO-	11752
40	K.V.SRINIVASA RAO,	-DO-	12764
41	P.SRINIVASA RAO,	-DO-	11574
42	N.SRINIVASULU,	-DO-	13307
43	V.SURENDER,	-DO-	14475
44	SYED AKBAR HUSSAIN,	-DO-	15202
45	SYED ALEEMUDDIN,	-DO-	13755
46	TAJUDDIN MOHAMMED,	-DO-	12165
47	P.VASANTHA RAO,	-DO-	17748
48	N.VENKATESWARLU,	-DO-	12704
49	Y.VIJAYA KUMARI,	-DO-	10986
50	B.VIJAYA LAXMI,	-DO-	11024
51	B.LAXMIBAI,	Jamedar	17728
52	SK.BASHEER,	-DO-	20123
53	S.BEERAIAH,	-DO-	15578
54	K.GULAB SINGH,	-DO-	17290
55	K.LAKSHMI,	-DO-	16463
56	K.THIRUMALA NAIDU	-DO-	18181
57	D.MADHUSUDHAN RAO,	-DO-	12814
58	MUMTAZ BEGUM,	-DO-	13705
59	V.MUTHYALU,	-DO-	15014
60	NARASAMMA,	-DO-	19130
61	K.RADHA,	-DO-	16051
62	M.SOMAKKA,	-DO-	15202
63	THAKURLAL,	-DO-	17290
64	K.VIJAYA LAKSHMI,	-DO-	19125
65	T.YASODABAI,	-DO-	14202



66	G.V.NARASIMHA RAO,	<b>Roneo Dup. Operator</b>	14515
67	SHAIK MAHABOOB	-DO-	13061
68	SYED FAIYAZUDDIN, .	-DO-	9774
69	A.P.RAJAIAH,	<b>Office Subordinate</b>	16041
70	ABDULLAH KHAN,	-DO-	11699
71	AHMED MIYA,	-DO-	20653
72	R.ANJAIAH,	-DO-	16161
73	ANTHONY,	-DO-	13408
74	A.DAYANAND KUMAR,	-DO-	20768
75	K.ARUNA,	-DO-	15593
76	K.BALAMURUGAN	-DO-	11699
77	K.BALARAM	-DO-	12262
78	G.BHADRAIAH,	-DO-	15578
79	D.DINESH KUMAR	-DO-	7,947
80	N.DHANA DASI,	-DO-	16161
81	FASIUDDIN,	-DO-	20673
82	FAZAL AHMED AERAJ,	-DO-	16076
83	G.SATISH KUMAR,	-DO-	8354
84	N.GANGAMMA,	-DO-	9423
85	GOPAL,	-DO-	10748
86	K.GOPAL REDDY,	-DO-	14854
87	HUSNA KHAN,	-DO-	7947
88	D.JAGADAMBA,	-DO-	11752
89	JAN BI,	-DO-	13307
90	K.NAGESWARA RAO,	-DO-	13880
91	K.UMA RANI	-DO-	11024
92	KHAJA HUSSAIN,	-DO-	16976
93	V.KUMAR,	-DO-	13092
94	P.KUMARI,	-DO-	11187
95	P.LAXMI,	-DO-	18645
96	N.LAXMINARAYANA,	-DO-	15578
97	M.NARASING RAO,	-DO-	13432
98	V.S.MADHUSUDHAN	-DO-	9466
99	S.A.MAHABOOB BASHA	-DO-	6965
100	M.MAHENDER,	-DO-	18166
101	S.MALLAIAH,	-DO-	15242
102	MD.BANDE ALI,	-DO-	15242
103	A.MOHAN DAS,	-DO-	9657
104	MOHD.IQBAL,	-DO-	14600
105	MOHD.AHMED MOHIUDDIN,	-DO-	9006
106	MOHSIN AHMED,	-DO-	8479
107	K.MURALIDHAR,	-DO-	14839
108	D.NAGESH,	-DO-	14052
109	P.NARASING RAO,	-DO-	9842
110	NAVARATNA KUMARI	-DO-	7947
111	A.NAVEEN KUMAR,	-DO-	9006
112	O.VEERESAM,	-DO-	14824
113	P.MRUTHYUNJAYAM,	-DO-	14447
114	P.V.SAMBASIVA RAO,	-DO-	14101
115	D.PRAKASH,	-DO-	17873
116	RABIA BEGUM,	-DO-	9466
117	P.RAJALAXMI,	-DO-	9935
118	G.RAJU	-DO-	7947
119	M.RAMESH,	-DO-	18166
120	S.RAMESH,	-DO-	14447
121	N.RATAN KUMAR,	-DO-	13307
122	C.RAVI KUMAR,	-DO-	9131
123	K.RAVI,	-DO-	9782
124	P.RAVINDER,	-DO-	16458
125	RAZIA,	-DO-	15202
126	S.HAMEERA FARHEEN,	-DO-	8558
127	J.SAMMAIAH,	-DO-	16176
128	M.SHANKAR RAO,	-DO-	13755
129	P.SARWARKHAN,	-DO-	11149
130	M.SARWESWARA RAO,	-DO-	20703
131	G.SATYANARAYANA,	-DO-	14447



132	SHAIK MUJHEAD,	-DO-	12664
133	SHAIK HAMEED PASHA,	-DO-	9466
134	G.SOMI REDDY,	-DO-	16866
135	G.SRINIVAS,	-DO-	14141
136	K.SUDARSHAN,	-DO-	14864
137	A.SUDHAKAR RAO,	-DO-	13880
138	G.SUNKULAMMA,	-DO-	9657
139	K.SURESH,	-DO-	16443
140	Y.SURYA PRASAD,	-DO-	15202
141	P.SWARAJ KUMAR,	-DO-	11574
142	SYED AHMED (SR)	-DO-	14572
143	SYED INAYAT ALI,	-DO-	20653
144	SYED ZAMEER,	-DO-	11149
145	T.JAYA SREE	-DO-	6965
146	T.MEENA	-DO-	8150
147	T.SHIVA SHANKAR RAO	-DO-	8275
148	T.R.SURYANARAYANA,	-DO-	7313
149	K.UPANADHAM,	-DO-	14949
150	B.VENKATA RAMANA,	-DO-	18166
151	G.VENKATESWAR,	-DO-	14949
152	M.VIJAYA BHASKAR	-DO-	9131
153	D.VIMALA	-DO-	9006
154	WAHIDA BEE,	-DO-	12047
155	Y.MAHESH KUMAR,	-DO-	7139
156	ABDUL LATEEF,	-DO-	17415
157	P.NARAYANADAS,	-DO-	14779
158	ABDUL SALAM,	-DO-	20768
159	MOHD. SULTAN,	-DO-	21428
160	K.RAJU,	-DO-	11174
161	SHAIK ABDUL HAMEED,	-DO-	10494
162	ABDUL HAKEEM MOHD.	<b>Driver</b>	27187
163	M.BIKSHAPATHI,	-DO-	23901
164	MOHD. SALEEM,	-DO-	19070
165	K.NARASIMHA,	-DO-	22108
166	RAJ MOHAN,	-DO-	25324
167	K.SANTOSH KUMAR,	-DO-	20978
168	T.SESHA,	-DO-	23850
169	SHAIK SANNAWAR	-DO-	9974
170	K.V.V.G.SHIVA RAO,	-DO-	18591
171	B.SUDARSHAN,	-DO-	24558
172	S.A.WAHED,	-DO-	9246

S.GOVARDHAN	SUPERVISOR(GAD ELECS)	15,560
ABDUL HAMEED	HEAD CHOWKIDAR	15,212
B.A..HAMEED	HEAD CHOWKIDAR	13,472
KRISHNA.B	HEAD CHOWKIDAR	16,391
SYED BIN AHMED	HEAD CHOWKIDAR	15,210
LAXMI.M	FARRASH	14,336
PENTAIAH.C	FARRASH	13,078
MODH SHOUKAT ALI	LASCAR	13,990
ABDUL KAREEM KHAN	CHOWKIDAR	14,411
ANAND.P.V	CHOWKIDAR	10,476
	CHOWKIDAR	12,734
B.MANO HAR RAO BALAKISHAN. A	CHOWKIDAR	13,202



BIKSHAPATHI.A	CHOWKIDAR	10,729
BIKSHAPATHI.B	CHOWKIDAR	8,158
BRAHMAIAH.D	CHOWKIDAR	14,411
DEVA RAJU.G	CHOWKIDAR	14,838
DHAN RAJ.S	CHOWKIDAR	12,415
GANGARAM.M	CHOWKIDAR	14,851
GOPI.B	CHOWKIDAR	14,065
GOUSE MOHD	CHOWKIDAR	14,876
HASSAN KHAN	CHOWKIDAR	15,988
JAGDISHWAR RAO.B	CHOWKIDAR	12,734
JAIKUMAR.S	CHOWKIDAR	12,430
KISHANSINGH.B	CHOWKIDAR	12,749
KUNDAN	CHOWKIDAR	14,411
MD ISMAIL	CHOWKIDAR	14,065
MOHAN P.G.R	CHOWKIDAR	12,140
MOHD KHAJA	CHOWKIDAR	14,413
MOHD SHAFEE	CHOWKIDAR	16,441
MOHD OMAR	CHOWKIDAR	12,415
MUNWAR KHAN	CHOWKIDAR	14,411
NARASIMHULU.N	CHOWKIDAR	13,717
NOORKHAN	CHOWKIDAR	14,065
PURUSHOTHAM.B	CHOWKIDAR	15,600
RAJU KRISHNA.B	CHOWKIDAR	10,476
RAMACHANDER.R	CHOWKIDAR	12,779
RAYALU.G	CHOWKIDAR	15,225
RAZAK.M.A.	CHOWKIDAR	15,394
SAILOO.A	CHOWKIDAR	14,836
SAMBASIVA RAO.K	CHOWKIDAR	15,212
SHAIK HUSSAIN	CHOWKIDAR	10,476
SHANKARIAH	CHOWKIDAR	10,729
SHANKER.A	CHOWKIDAR	14,411
SRI MOHD YOUSUF KHAN	CHOWKIDAR	14,838
SUDHERSHAN.K	CHOWKIDAR	11.312
SYED FAREEDUDDIN	CHOWKIDAR	12,734
WALIYA.T	CHOWKIDAR	15,225



LALAMMA	JAMEDAR-SWEEPER	14,761
PUSHPAMMA	JAMEDAR-SWEEPER	15,140
YELLAMMA	JAMEDAR-SWEEPER	15,510
A.GEORGE	SWEEPER	10,401
A.RAJENDRA KUMAR	SWEEPER	7,315
ANASUJA.G (SR)	SWEEPER	13,990
ANASUYA.G	SWEEPER	13,990
ARUNA.M	SWEEPER	10,148
ARUNAMMA	SWEEPER	13,642
B.BHASKER	SWEEPER	7,315
BHARATI BAI.K	SWEEPER	13,642
BUJAMMA.G	SWEEPER	10,401
CHILAKAMMA	SWEEPER	15,510
J.KIRAN	SWEEPER	7,877
J.LALITHA	SWEEPER	7,315
JAHANGER BEE	SWEEPER	13,990
LAXMIBAI	SWEEPER	13,642
M.SHARADA	SWEEPER	8,711
MOHD.DASTAGIRI	SWEEPER	8,711
MOHD.HUSSAIN	SWEEPER	9,894
NARASAMMA.K	SWEEPER	13,990
NARSAIAH.B	SWEEPER	12,933
PENTAMMA	SWEEPER	13,990
R.JAGAN	SWEEPER	7,315
RAJAMMA.B	SWEEPER	13,990
SMT.LAKSHMI.P	SWEEPER	13,296
PUNYAVATHI.S	SWEEPER	13,990
VENKATAMMA.M	SWEEPER	9,142
SRINIVAS.M	SWEEPER	10,401
MOHD.YOUSUF	JAMEDAR-SCAVENGER	15,510
BHOPAL SINGH	JAMEDAR-SCAVENGER	14,336
ANJAMMA.G	SCAVENGER	12,659
CHANDRAKALA.J	SCAVENGER	12,659
MOHD.NIZAMUDDIN	SCAVENGER	12,664
NARENDER.K	SCAVENGER	12,050



PENTAMMA.G	SCAVENGER	12,340
RISHI PAUL	SCAVENGER	13,642
SADIQ ALI	SCAVENGER	12,674
SHANTHA BAI	SCAVENGER	14,776
P.YADAMMA	SCAVENGER	12,659
SOGRA BEGUM	SCAVENGER	15,135
ABDUL RAZAK	ATTENDANT	13,642



**Budget Allotted to Each Agency including Plans etc.  
(Section 4 (1)(b)xi)**

Head of Account	Budget allotted for 2008-2009
1	2
2013 : Council of Ministers MH 101 :Salary of Ministers and Dy.Ministers SH (04) : Salary of Ministers and Dy.Ministers	4,58,00,000
2013 : Council of Ministers MH 108 : Tour Expenses SH (04) : Tour Expenses	2,35,00,000
2013 : Council of Ministers MH 800 : Other Expenditure SH (04) :Other Expenditure	4,68,00,000
<b>Total of 2013</b>	<b>11,61,00,000</b>
: Secretariat General services MH 090 : Secretariat SH 04 : GAD	24,76,88,000
MH090 : Secretariat SH (05) - Personal Staff attached to Ministers	4,63,64,000
MH090 : Secretariat SH(12): Assistance to A.P.Sectt Ser.Assn. for Sports & Games	33,91,000
MH090 : Secretariat SH(13): Assistance to Service Associations	1,00,00,000
MH090 : Secretariat SH (14) N.R.I.Cell	1,00,00,000
<b>Total of MH 090</b>	<b>31,74,43,000</b>



2052: Secretariat General services MH 092: Other Offices SH (10) : Andhra Pradesh Adhikara Basha Sangam	<b>83,70,000</b>
2059 Public Works 01 Office Buildings MH 053 Maintenance and Repairs SH (10) : Buildings of General Administration Department	<b>5,11,50,000</b>
2070 : Other Admn.Services MH 800 : Other Expenditure SH(04) : Reimbursement to RTC on account of Bus Passes at concessional rates to Govt. Servants.  MH 800 : Other Expenditure S.H(05)-Charges in connection with State functions  MH 800 : Other Expenditure SH(08)Non I.S.F.Records office  MH 800 : Other Expenditure S.H (15)-cash awards to territorial Army Personal  MH 800 : Other Expenditure SH(16) Monitory Assistance to the recipients to Gallantary awards  MH 800 : Other Expenditure SH (17) NRI study Group	17,45,57,000  1,31,16,000  55,000  78,000  10,00,000  5,00,000
<b>Total 2070</b>	<b>18,93,06,000</b>
2235 : Social Security & Welfare 60 : Other Social Security and Welfare Programmes MH200 : Other Programmes SH(04) : Relief to affected persons on account of Public Disturbances  MH200 : Other Programmes SH (11) Other Ex-gratia Relief	25,89,000  1,89,27,000
<b>Total 2235</b>	<b>2,15,16,000</b>



2251 : Sectt.Social Services MH090: Secretariat SH(05) : Personal staff attached to Ministers.	<b>1,36,29,000</b>
3451 : Sectt. Economic Ser. MH090 : Sectt. SH (08) : Personal Staff attached to Ministers.	<b>2,34,56,000</b>
2015 : Elections MH 102: Electoral Office SH (01): Headquarters Office	1,20,36,000
MH 102: Electoral Office SH(03) : District Offices	8,26,79,000
<b>Total of MH 102</b>	<b>9,47,15,000</b>
MH 103: Preparation and Printing of Electoral Rolls SH(04):Assembly and Parliamentary Constituencies	11,61,09,000
MH 103: Preparation and Printing of Electoral Rolls SH(06) : Photo Identity Cards to Elections	---
MH 103: Preparation and Printing of Electoral Rolls SH(07) : Legislative Council	1,000
<b>Total of MH 103</b>	<b>11,61,10,000</b>
MH 104: Charges for conduct of elections for Lok Sabha and State Legislative Assemblies when held simultaneously SH (04): Conduct of elections to Lok Sabha and State Assembly	<b>9,89,000</b>
MH 105: Charges for conduct of elections to Parliament SH (04) : Loksabha	<b>10,000</b>
MH 106: Charges for conduct of elections to State Legislature SH (04)Legislative Assembly	12,000
MH 106: Charges for conduct of elections to State Legislature SH(05)Legislative Council	29,000
<b>Total of MH 106</b>	<b>41,000</b>
MH 108 : Issue of Photo Identity Cards to Voters SH(04):Photo Identity Cards to Voters	<b>17,97,16,000</b>
<b>Total of 2015</b>	<b>39,15,81,000</b>



**Names, Designations and other particulars of Public Information Officers**  
**(Section 4 (1)(b)(xvi))**

**I) GENERAL ADMINISTRATION (STRICTLY CONFIDENTIAL & GENERAL WING)**

Name & Designation of Appellate Authority	Name of the Public Information Officer	Name of the Asst. Public Information Officer	Address with Telephone No.
(1)	(2)	(3)	(4)
Sri R.M. Gonela, IAS, Prl.Secretary to Govt.(Poll.)			Room No.403 C- Block, 4th Floor, GAD Ph: 23453026 2230
	Sri T. Sivanageswara Rao, Deputy Secy.to Govt.(Genl.)		Room No.205, “C” Block, 2 <sup>nd</sup> floor, GAD. Ph:23454823 2506 99848599660
		Sri P. Adinarayana, Asst.Secy.to Govt. (Genl.)	Room No.209 “C” Block, 2 <sup>nd</sup> floor, GAD. Ph:23450152 2855 9948287263
		Sri M.V. Rama Raju, Asst.Secy.to Govt. (Estt.)	Room No.201, “C” Block, 2 <sup>nd</sup> floor, GAD. Ph:23450535 2922 9948397501
		Sri K. Srinivasan Asst.Secy.to Govt.(SR)	Room No.210 B-Block 2nd floor 2484 9010204279
	Sri C.Parthasarathy Special Commissioner & E.O. Addl.Secy.(I&PR)		Samacharabhavan opp. Mahaveer Hospitals AC Guards, Lakadikapool , Hyderabad. 23399247



(1)	(2)	(3)	(4)
		Sri Hari Subramanyam Asst.Secy.to Govt. (Claims&I&PR)	Room No.110 B-Block Ground floor 23450547 2758 9010204282
	Sri W.Ganeshan Addl. Secy.to Govt.(AIS)		Room No.102 B-Block Ground floor 23455454 2456 9848309433
		Sri S. Parthasarathy Asst.Secy.to Govt.(AIS.I)	C-Block Room No.207 Ground floor 2 <sup>nd</sup> Floor 2894 9912555744
		Smt. P. Suvarnarani Asst.Secy.to Govt.(AIS.III)	C-Block Ground Floor 23453205 2465 9849905709
	Smt M.Kanaka Durga, Deputy Secretary to Govt.(AIS)		Room No.203 2 <sup>nd</sup> Floor C-Block. 2911 23450542 9010204338
		Smt.J. Srilakshmi Asst.Secy.to Govt.(AIS.II)	C-Block Ground Floor 23453205 2465 9849905715
		Smt. P. Suvarnarani Asst.Secy.to Govt.(AIS.III)	C-Block Ground Floor 23453205 2465 9849905709
	Sri N.V.Ramana Reddy,IRPS., Special .Secy.to Govt.(Protocol)		Room No. 515 C-Bloock 5 <sup>th</sup> floor 23453151 2593 9948067272
		VACANT Asst.Secy.to Govt.(Poll.I)	Room No.206 C-Block 2 <sup>nd</sup> floor 23454946 2590 9848153125
		Sri K.S.Raghavendera Rao,Asst.Secy.to Govt. (Poll.II)	Room No.206 C-Block 2 <sup>nd</sup> floor 23454946 2590 9849905697



(1)	(2)	(3)	(4)
	Sri V.Samuel Joint Secy.to Govt.(L&O)		Room No.107 B-Block Ground Floor 23452888 2368 9948397504
		Sri A. Mahaboob Saheb Asst.Secy.to Govt.(L&O)	C-Block 2 <sup>nd</sup> floor 23456137 2827 9010204278
		Smt.J. Srilakshmi Asst.Secy.to Govt.(AIS.II)	C-Block Ground Floor 23453205 2465 9849905715
		Smt. P. Suvarnarani Asst.Secy.to Govt.(AIS.III)	C-Block Ground Floor 23453205 2465

**II) GENERAL ADMINISTRATION (ACCOMMODATION WING)**

Name & Designation of Appellate Authority	Name of the Public Information Officer	Name of the Asst.Public Information Officer	Address with Telephone No.
(1)	(2)	(3)	(4)
Sri Prabhakar D.Thomas,IAS., Prl.Secy.to Govt.(Accom)			Room No.511 B-Block 5 <sup>th</sup> floor 23455245 2220
	Smt. C. Parveen Baig Dy.Secy. to Govt.(SU)		Room No.205 2 <sup>nd</sup> floor B-Block 23450151 2428 9948397512
		Sri K. Srinivasan Asst.Secy.to Govt.(SR)	Room No.210 B-Block 2 <sup>nd</sup> floor 2484 9010204279
	Sri M. Chennakesava Rao, Dy.Secy(Accom)		B-Block 2 <sup>nd</sup> floor 9010960111 23451430 2236
		Sri S. Anjaneyulu Asst.Secy.to Govt.(Accom)	Room No.204 B_Block 2 <sup>nd</sup> floor 23450578 2430 9948397503



(1)	(2)	(3)	(4)
	Sri T. Sivanageswara Rao, Deputy Secy.to Govt.(Genl)		Room No.205, “C” Block, 2 <sup>nd</sup> floor, GAD. Ph:23454823 2506 9848599660
		Sri Hari Subramanyam Asst.Secy.to Govt. (Claims & I&PR)	Room No.110 B-Block Ground floor 23450547 2758 9010204282

### III) GENERAL ADMINISTRATION (SERVICES WING)

Name & Designation of Appellate Authority	Name of the Public Information Officer	Name of the Asst.Public Information Officer	Address with Telephone No.
(1)	(2)	(3)	(4)
Sri S. Balasubramanyam, IAS., Secy.to Govt.(Ser.)			Room No.307 B-Block 3 <sup>rd</sup> floor 23454182 2212
	Sri P.V. Ramana Murthy, Deputy .Secy.to Govt.(Ser)		Room No.103 B-Block Ground floor 23452275 2584 9849905713
		Dr. C. Bhavani Devi Asst.Secy.to Govt.(Ser.I)	Room No.214 B-Block 2 <sup>nd</sup> floor 2529 9705807228
		Sri B.Nagaraja Asst.Secy.to Govt.(Ser.II)	Room No. 605 B-Block 6 <sup>th</sup> floor 2387 9912224125
	VACANT (RIAD/SPF)		
		Smt. P. Girija Asst.Secy.to Govt.(SPF)	Room No.316 B-Block 3 <sup>rd</sup> floor 2229 9010204283



(1)	(2)	(3)	(4)
	Smt. C. Parveen Baig, Dy.Secy. to Govt.(SU)		Room No.205 2 <sup>nd</sup> floor B-Block 23450151 2428 9948397512
		Sri K.Jagan Mohan Asst.Secy.to Govt.(SU.I)	Room No.301 B-Block 3 <sup>rd</sup> floor 23450598 2223 9948397516
		Sri V.Rajeswara Rao, Asst. Secy. to Govt., (SU.II)	Room No.301 B-Block 3 <sup>rd</sup> floor 23450598 2223 9948397516
		Sri S. Anjaneyulu Asst.Secy.to Govt.(Accom)	Room No.204 B_Block 2 <sup>nd</sup> floor 23450578 2430 9948397503
	Sri V. Aruna Gopal Deputy Secy.to Govt.(OL& AR&T)		Room No.209 B-Block 2 <sup>nd</sup> floor 2561 9848876752
		Sri G.Yadaiah Asst.Secy.to Govt.(OL)	Room No.209 B -Block 2 <sup>nd</sup> floor 2561 9948334035
		Smt. C. Parvathi Asst.Secy.to Govt.(OL)	Room No.110 B-Block Ground floor 23450547 2758 9010204277

#### IV) GENERAL ADMINISTRATION (SPF & G.O. 610 WING)

Name & Designation of Appellate Authority	Name of the Public Information Officer	Name of the Asst.Public Information Officer	Address with Telephone No.
(1)	(2)	(3)	(4)
Dr.Vijay Kumar, I.A.S., Commissioner,			AYUSH APGLI Building 5 <sup>th</sup> Floor, Abids, Phone 24758331
	Sri M. Chennakesava Rao, Joint Secy. (Accom.)		B-Block 2 <sup>nd</sup> floor 9010960111 23451430 2236
		Smt. P. Girija Asst.Secy.to Govt.(SPF)	Room No.316 B-Block 3 <sup>rd</sup> floor 2229 9010204283



**V) GENERAL ADMINISTRATION (GPM&AR WING)**

Name & Designation of Appellate Authority	Name of the Public Information Officer	Name of the Asst.Public Information Officer	Address with Telephone No.
(1)	(2)	(3)	(4)
Sri J.P.Murthy,IAS., Spl. C.S. (GPM&AR & Coordn.)			Room No.408 B Block 4 <sup>th</sup> floor 23453227 23456391 2797
	Sri D.Rama Krishna Jt.Secy.to Govt. (GPM&AR)		Room No.409 B Block 4 <sup>th</sup> floor 23450521 2716 9849913776
		Sri S. Viswanatha Rao Asst.Secy.to Govt. (GPM&AR)	Room No.316 3 <sup>rd</sup> floor B-Block 2229 9948397519
	Sri V. Aruna Gopal Deputy Secy.to Govt.(OL & AR&T)		Room No.209 B-Block 2 <sup>nd</sup> floor 2561 9848876752
		Sri M.S.R.K. Prasad Asst.Secy.to Govt.(AR&T)	Room No.210 B Block 2 <sup>nd</sup> floor 23450548 2800 9810204281

**VI) GENERAL ADMINISTRATION (RIAD)**

Name & Designation of Appellate Authority	Name of the Public Information Officer	Name of the Asst.Public Information Officer	Address with Telephone No.
(1)	(2)	(3)	(4)
Sri J. Ramanand,IAS., Prl.Secy.to Govt.(RIAD)			Room No.611 B Block 6 <sup>th</sup> floor 23454961 2753 2290
	VACANT Deputy Secy. (RIAD&SPF)		Room No.212 B Block 2 <sup>nd</sup> floor 2578 9948397507
		Section Officer (RIAD)	B Block 6 <sup>th</sup> floor 2290 9705906965



**VII) C.M.O.**

Name & Designation of Appellate Authority	Name of the Public Information Officer	Name of the Asst.Public Information Officer	Address with Telephone No.
(1)	(2)	(3)	(4)
Sri R.M. GONELA, I.A.S.,  PRINCIPAL SECRETARY TO GOVT., (POLL.),			Room No.403 C- Block, 4th Floor, GAD Ph: 23453026 2230
	Sri S.R. Sarma Asst. Secy.to C.M.	--	Room No.502 B Block 6 th floor 23450111 Ext.2516